**RAJEEV GUPTA**

PERMANENT ADDRESS E-MAIL ID

C/o- Mr. Ashish Gupta [rajgupta197@gmail.com](mailto:rajgupta197@gmail.com)

House No.-25, Essargee Homes Face-II

Near Purvanchal, Behind SOS Balgram Mob No. +91-8962170341

Khajuri Kalan Road Bhopal (462021)

CAREER OBJECTIVE

To work in a systematic and organized way for a firm of professional values, so that, I can work on Management Information Systems in a multinational company utilizing my decision-making, problem-solving, improvement of knowledge, skills and caliber.

EDUCATION

**Bachelor Degree:-** From RGPV University Bhopal in year 2007 with **62.41%** Aggregate

**Higher Secondary:**-From Model Higher Secondary School (M.P. Board Bhopal), in year 2003

**High School: -** From Model Higher Secondary School (M.P. Board Bhopal), in year 2001

SOFTWARE SKILLS

|  |  |  |
| --- | --- | --- |
| **OPERATING SYSTEMS** | **:** | **Almost familiar with all**   * Windows Operating Systems * Linux Operating Systems |
| **OFFICE AUTOMATION** | **:** | **Almost familiar with all Version of**   * MS Office * Open Office (Linux OS) |
| **PHOTO EDITING** | **:** | **Almost familiar with all Version of**   * Adobe Photoshop * Corel-draw * Nero Photo Snap |
| **WEB TECHNOLOGY** | **:** | **Over View of**   * Dream Weaver * HTML * PHP * Java Script * CSS |
| **MULTIMEDIA** | **:** | * Macromedia Flash |

**PREFERRED INDUSTRY:**

Management Information System (MIS)/ Web Designing/ Project Maintenance/ Production/

SKILL AND COMPETENCIES

* Administrative Support
* Secretarial Support
* Ability to handle records and documents of various kinds
* Good knowledge of billing
* Excellent mathematical skills
* Quickly adaptable to the change in the environment
* Exceptional written communication skills
* Reliable and trustworthy
* Fast learner, dedicate and hard-working
* Technically sound in handling software and hardware
* Excellent team player and target oriented
* Able to work in any given circumstances or conditions

WORKING EXPERIENCE Current Working

**DREAM EDUCATION SOCIETY, BHOPAL**

**DESIGNATION :**  **IT-Executive**

**WEBSITE :** www. dreamindia.com

**DURATION :**  May 2016- till now.

**KEY RESPONSIBLE:-**

* Manage SAP (Systems Applications Products) online system.
* Manage of web portal (ERP) Enterprise Resource Planning online system.
* Manage Fee Collection of the school students
* Manage the networking of organization
* Maintain the proper communication through LAN between various departments.
* Configuring and implementing Remote Access Classes.
* Troubleshooting and solving networking issues - TCP/IP, DNS, and LAN.
* Troubleshooting of hardware and software problems.
* Prepared MIS record of students and staff for national and state department on daily, weekly & monthly basis.
* Management of establishing and overseeing institutional backup.
* Prepared documentation and attendance of Principal, teacher, students and supporting staff.

**SAMHITA COMMUNITY DEVELOPMENT SERVICES, BHOPAL**

**DESIGNATION :**  **MIS Officer**

**WEBSITE : www.**sdevnet.org

**DURATION :**  13-October 2015- 16-May 2016.

**KEY RESPONSIBLE:-**

* Management and support of web portfolio stream / portfolio stream mobiles.
* Prepared handoff file of disbursement for IndusInd bank and IDBI Bank.
* Prepared handoff file of collection for IndusInd bank and IDBI Bank.
* High-Mark Inquiry of customer for loan from our business correspondence bank.
* Prepared customer handoff file of company member and new members.
* Prepared loan master handoff of company member and new members.
* Prepared list of report for internal and external parties on daily, weekly & monthly basis.
* Management of establishing and overseeing institutional backup and server backup.

**FEEDBACK INFRA PVT. LTD. BHOPAL (MP)**

**DESIGNATION :**  **MIS Officer**

**WEBSITE : www.**feedbackinfra.com

**DURATION :**  15-September 2012- 10-October 2015

**KEY RESPONSIBLE:-**

* Regular updating of Government Portal Site For Work Achievement Progress Reports
* Preparation for Meeting Reports and Presentation Related Reports.
* Monitoring For Site Material, Manpower.
* Composed Finance and Inventory Details, Mobilization Advance Related Reports,
* Checking of Erection & Supply Bill with SOR (Schedule of Rates)
* Statement of Erection & Supply Bill
* Certificate of Erection, Supply and Price Variation Bill

**Organization:** **Solwins Technology & Services Bhilai (CG)**

**Designation:**  Web Designer

**ID: -** info@solwins.com

**Duration:**  January 2010-to- September 2012

**Organization:** **SGC Services [P] ltd. Noida (UP)**

**Designation:**  Technical Assistant

**ID: -** acer.nic@sgcservices.com

**Duration:**  June- 2008-to – January 2010

HOBBIES

* Internet surfing
* Listening a music
* Playing chess& PC Games

PERSONAL PROFILE

|  |  |  |
| --- | --- | --- |
| **Name** | **:** | **RAJEEV GUPTA** |
| **Date of Birth** | **:** | 07-Nov-1985 |
| **Father’s Name** | **:** | Mr. S. S. GUPTA |
| **Language** | **:** | Hindi , English |
| **Contact No.** | **:** | 91- 8962170341 |
| **Nationality** | **:** | Indian |
| **Gender** | **:** | Male |
| **Marital Status** | **:** | Single |

**Declaration:**

I hereby declare that the above-furnished information is true to the best of my Knowledge and belief.

**DATE: . . . . . . . . . . . . . . .**

**PLACE:. . . . . . . . . . . . . . .**  **RAJEEV GUPTA**