

CURRICULUM- VITAE

SHARAD KANT SWAMI

Technical–Assistant

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PERSONAL – PROFILE

Name : Sharad Kant Swami

Father's Name : Sh. Makhan Lal Swami

Date Of Birth : 21st Oct 1972

Address : Behind Chopra Katla, Rani Bazar, Bikaner 334001 Raj.

EDUCATIONAL – QUALIFICATION

- M.B.A. (Marketing) from I.G.N.O.U. New Delhi (june 2002)
- P.G. Diploma in Marketing Management from I.G.N.O.U. New Delhi (Dec 2001)
- P.G. Diploma in Business Management from I.G.N.O.U. New Delhi(June 2001)
- Diploma in Management from I.G.N.O.U. New Delhi(June 2000)
- Bachelor in Education (science Biology) from I.A.S.E. M.G.S.University (2008-09)
- RTET from Board of Sec.Edu. Ajmer (Raj) with 74 % (2011)
- Bachelor of Science (B.Sc. Agriculture Hons.) four year integrated course from Rajasthan Agriculture University Bikaner. (1993-96)

COMPUTER –PROFICIENCY

- P.G. Diploma in Computer Application from M.D.S. University, Ajmer Raj.
- Advance software Technology programme course with A grade from Murli Infotech Bikaner (1999)

EXPERIENCES-

- Rural-Agricultural work experience of two months at Agriculture Research Station Fatehpur-Sekhawati JAIPUR(1996)
- Successfully worked as a Sales Officer in AIMIL Pharmaceutical India LTD , New Delhi, Elder Pharmaceutical New Delhi, Menarini Raunaq Pharma LTD (An Affiliated from A. MENARINI ITLAY) (1996-2000)
- 10 Year experience as a Chemist at RANKA MEDICAL BIKANER
- Successfully Completed the Training Course on “ WATERSHED MANAGEMENT” (WDT MEMBER) Organized by : CAZRI, JODHPUR

- ❖ Successfully worked as a Technical- Assistant in Department of Computer Science , M.G.S.University, BIKANER from 19 Jul 2012 to 8 Dec 2016.

ROLE AND RESPONSIBILITIES

- Responsible for installation and maintenance of M.Sc.(C.S) Final Laboratory and to maintain Hygienic environment in Lab.
- Responsible for Pre and Post Practical Exam Preparation .
- To give duties as an invigilator in all internal and external practical Exams.
- To Maintain and dispatch all records of students of M.Sc. Final i.e. Mark sheet , T.C. , C.C. Admission card etc.
- To Receive and check all admission form during admission and prepare merit list of all students category wise .
- Survey of University Computer system and other Hardware as per instructions of Authorities.
- Giving Duties as an invigilator in various Semester and Law examination.
- All other Miscellaneous Departmental works.
- ❖ Working as Technical Assistant in Department of Environmental Science, M.G.S. University Bikaner (Raj) since 9.12.2016.

ROLE AND RESPONSIBILITIES

- Over all operation of Departmental Laboratories.
- Maintenance of Equipments.
- Helping Students /Research Scholars & end user to operate machines.
- Preparing and making labs ready for practical work as per syllabus and topic.
- Stock maintenance and time to time stock verification.
- Conducting practical exams as per guidance of HOD.
- Informing authorities about upcoming needs of Labs.
- Maintaining records / Filing etc.
- Issuing required chemicals/Glassware/Plastic ware to the end-user.
- Ministerial work of Department.

Date:

Place:

SHARAD KANT SWAMI