

**House No. 2922, Sector 3, Ballabgarh,**

**Faridabad, Haryana - 121004**

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RAVINDER SINGH RANA

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| Objective |  | To secure a challenging position in a professional managed organization, this provides a constant encouragement and learning so that my creativity and intelligence can be utilizing benefits of organization as well as mine. |
| Educational qualification |  | MCACompleted Masters of Computer Application for Indira Gandhi National Open University, Delhi (IGNOU) in June 2019 with 62%.BCA Completed Bachelors of Computer Application from Indira Gandhi National Open University, Delhi (IGNOU) in June 2018 with 61%.sr. SecondaryCompleted Intermediate from Aggarwal Public School (CBSE Affiliated), Faridabad in 2010 with 63%.secondaryCompleted Secondary Education from Nalanda Vidyalaya (HBSE Affiliated), Faridabad in 2008 with 82%. |
| PROFESSIONAL Skills |  | * Clerical and Office Management Works, Estimation and Record Making.
* Tendering, Making, Processing of Bills and Measurement in SAP.
* Generation of Purchase Orders, Purchase Requisitions, Material Reservations, Service Entry Sheet, Measurement Sheet, Deviation Statements etc. in SAP.
* Complete Measurement, Site Handling, Material Management, Labour Handling at Site etc.
* Preparation of Wages Sheet, Form 36 B, Recovery Statements, Material Issue Statements etc.
* Computer Hardware, Assembling & Dissembling.
* Computer Network and Software Configuration.
* Install wide range of network equipment.
* Worked with outside vendors and teams to install networking cables.
* Day-to-Day Hardware and Software issues/ complaints monitoring and Handling at the site of Vendors as per their satisfaction.
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| Work History |  | M/s avs computers, sec-17, faridabad3 Years (2013 – 14) as Hardware Technicianm/s INDIAN OIL CORPORATION LTD.4 Years (2015 - 19) as Project Associate. |
| Projects completed |  | * **E-Commerce website**

Working on web based Project using Laravel 5.6 (PHP Framework) of above subject.* Front End - PHP
* Backend - MySQL
* **Library Management system**

Web based Project using core PHP of above subject has completely done and implemented single handedly.* Front End - PHP
* Backend - MySQL
* **STUDENT MANAGEMENT SYSTEM**

Web based Project using core PHP of above subject has completely done and implemented single handedly.* Front End - PHP
* Backend - MySQL
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| Personal skills |  | * Commitment towards work.
* Hardworking and quick learner.
* Sincerity and Self-Confidence.
* Good team player and leadership.
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| personal details |  | Date of Birth : 18th July, 1991Father’s Name : Sh. Mahender Singh RanaLanguages Known : English & HindiNationality : IndianMarital status : Single |

I hereby declare that all the above information is correct as per my knowledge.

Date: ..................

Place: ..................

**(RAVINDER SINGH RANA)**