

**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 |  | MCA Completed 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. Secondary Completed Intermediate from Aggarwal Public School (CBSE Affiliated), Faridabad in 2010 with 63%. secondary Completed 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. |
| Work History |  | M/s avs computers, sec-17, faridabad 3 Years (2013 – 14) as Hardware Technician m/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 |
| Personal skills |  | * Commitment towards work. * Hardworking and quick learner. * Sincerity and Self-Confidence. * Good team player and leadership. |
| personal details |  | Date of Birth : 18th July, 1991  Father’s Name : Sh. Mahender Singh Rana  Languages Known : English & Hindi  Nationality : Indian  Marital status : Single |

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

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

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

**(RAVINDER SINGH RANA)**