

**SUNIL KUMAR S/o BABU SINGH**

**E-13 B LIG , Madhuban Bapudham Sadarpur Road Opposite Bijlighar Road Ghaziabad**

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**Mobile No.: 9808555862**

## **Career Objective**

Looking for a Challenging Position in a organization with intention of long term association where, I can utilize my skills and potential with organizational goal and 100% Client satisfaction with quality services.

## **PERSONAL SKILLS**

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn and good team bonding skills.

## **Education Background**

- M.Tech in CSE from Subharti University 2012
- MCA from SRM Engineering College in 2010.
- B.Sc (PCM) from KK Jain Degree College in 2007.
- Intermediate from U.P. Board in 2004.
- X from U.P Board in 2002.

## **Totals Working Experience - 8+ Years of working experience in Education Industry.**

### **CDAC-Noida, Project Associate**

#### **Education & Training (Bigdata Technology)**

##### **20.04.2022 to till date**

Centre for Development of Advanced Computing (C-DAC) is the premier R&D organization of the Ministry of Electronics and Information Technology (MeitY) for carrying out R&D in IT, Electronics and associated areas. Different areas of C-DAC, had originated at different times, many of which came out as a result of identification of opportunities.

- Providing training to Government officers (GOT) on Bigdata and Hadoop under FS Prime Project.
- Conducting TOT class under Bigdata Technology courses for candidates from various organizations.
- Taking classes under Bridge course students on Hadoop and Bigdata technology.
- Preparation of Nomination sheets and coordination with the candidates about the LMS module.
- Updation of data of successful candidate data at FS Prime Portal.
- Promotions of the Bridge course in the market on his local reference.
- Any other task assigned by the reporting officer.

**Designation** -Technical Writer

**Organization Name**- National Institute of Electronics & Information Technology

**From 14.07.21 to 18.04.22**

**Job Nature:** Monitoring of Examination Centre through the Remote method all over the India.

National Institute of Electronics & Information Technology (NIELIT),(erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programs in the state-of-the-art areas.

- Develop comprehensive documentation that meets organizational standards.
- Obtain a deep understanding of products and services to translate complex product information into simple, polished, and engaging content.
- Write user-friendly content that meets the needs of the target audience, turning insights language that sets our users up for success.
- Implementation of Remote proctored examination setup at various Examination Centre for conducting the online examination all over the India as per guideline defines in SoP.
- Monitoring of the Examination Centre with the help of remote online examination system.
- Data analysis & report preparation after completion of online examination of all Examination Centre
- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirement.
- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience.
- Write easy-to-understand user interface text, online help and developer guides.
- Create tutorials to help end-users use a variety of applications.
- Any other job/task assigned by the Reporting Officer

**State Head (Operation & Training)**

**20-Jan-2020 to 20.May.2020**

**ACCUSTER Technologies Pvt. Ltd, Ghaziabad, Uttar Pradesh**

**Job Nature:** Project Implementation and Monitoring in UP state under MoRD & UPSDM.

**Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)** is the skilling and placement initiative of the Ministry of Rural Development (MoRD), Government of India. DDU-GKY has its origins in the Aajeevika Skills program and the 'Special Projects' component of the Swarnjayanti Gram Swarozgar Yojana (SGSY). The scheme focuses on catering to the occupational aspirations of rural youth and enhancing their skills for wage employment.

Implementation of DDU-GKY involves **State Governments, Technical Support Agencies** like the **National Institute of Rural Development** and Panchayati Raj (NIRD & PR), and Project Implementing Agencies (PIAs).

- Monitoring the Training Centre and Training Management under DDUGKY project controlled by the MoRD.
- Handling all administrative activities like Training and development, daily reporting.
- Meetings with DPMU and SRLM and government authorities regarding the project.
- Project Execution and Assessment Scheduling with agencies.
- Ensure timely completion of training and other administrative audits.

- Admission Management and **CSR project management** under **Swasthgram** NGO focuses on providing the quality care preventive services to villagers by arranging various camps with the help of Mobile lab.
- financial and administrative reports
- Able to electronically communicate internally and externally using public and private email and preparing regular administrative reports.
- Managing **MRIGS portal** for daily reporting and students training record.

### **Team Lease Services Ltd**

**Form 04-April-2018 to 19- Dec-2019**

**Nature of work of Organization:** Educational Training

**Designation:** Centre Manager

### **Job Responsibility**

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) is the skilling and placement initiative of the Ministry of Rural Development (MoRD), Government of India. DDU-GKY has its origins in the Aajeevika Skills programme and the 'Special Projects' component of the Swarnjayanti Gram Swarozgar Yojana (SGSY). The scheme focuses on catering to the occupational aspirations of rural youth and enhancing their skills for wage employment. Implementation of DDU-GKY involves State Governments, Technical Support Agencies like the National Institute of Rural Development and Raj (NIRD & PR), and Project Implementing Agencies (PIAs).

- Centre Management, Academic Management, syllabus review, contents design, Training Management, Student Management and Operation Management.
- Meetings & Coordination with government Authorities DPMU and SRLM regarding the project execution.
- Implementation and Execution of Project Execution as per the SoP guidelines issued by the MoRD and SRLM.
- Management of Assessment at state level and monitoring of examination process.
- Ensure timely completion of project as per guidelines and other administrative audits.
- Admission and counseling Management and administrative reports.
- Batch Creation at online portal MRIGS/KUSHAL BHARAT, Trainee Attendance at ABEAS and Rural skill portal, ACLP execution at Centre and Record Verification.
- Responsible for all letter correspondence, record management, tracking, Administrative Responsibilities, **MIS Reporting**, creation of regular reports and compliance management.
- Regular feedback with students, calling, email handling, regular meetings with team about issues, concerns, regularly inspection and updating of data base on daily basis.
- Student record management, record uploading at MRIGS Portal.
- Act as the point of contact between higher authorities, students and Government Authorities.
- Respond promptly to Cluster Manager, Review and recommend changes to our company policies
- Maintain master corporate calendar of all all-hands events, conferences, holidays and vacations

## **Golden Heart Academy**

**12-April-2017 to 29-Mar- 2018**

**Designation:** PGT Computer Science

**Nature of work of Organization:** Educational institute.

### **Job Tasks and Responsibilities**

- Teaching “**Foundation of information Technology**” in **Class IX, X.**
- Teaching “**Multimedia and its Applications**” using **java** in **Class XI, XII.**
- Worked as Head of Department in Information Technology Department
- Academic management, examination management and data handling of CBSE students
- Assisting to CBSE Board in Conducting External Practical Examiner in examiner panel.
- Hosting of school website and regular maintenance as per requirement.

## **C.Tech Computer Centre**

**16-Feb-2015 to 31-Mar- 2017**

**Designation:** Language Trainer (C, C++, Java)

**Nature of work of Organization:** Educational institute.

- Giving coaching to the BCA, B.Tech ,B.Sc, M.sc CompSci , MCA students for the programming language and SQL database.
- Academic management, examination management and data handling of CBSE students
- Front end application web development methodology and live projects.
- Assisting to CBSE Board in Conducting External Practical Examiner in examiner panel.
- Providing various technical project training to students on different languages using SQL.

## **Subharti University Meerut**

**Designation: Assistant Professor**

**(Department of Computer Science)**

**30 August 2012 to 13-02-2015.**

**Nature of work of Organization:** Educational University has various courses like medical, engineering etc.

- Responsible for managing **ERP software**, Process Flow diagram, SRS documentation, Administration functions.
- Worked as **ERP Head** in the Department to prepare Training Material, ERP SoP Documents, Process Developing, User Guide, Technical Specification Documents and all the latest functionality.
- Syllabus review, syllabus design, content analysis and updation in syllabus after the approval of competent authority.
- **Examination paper quality as per define syllabus and compliance after conduct of the examination**
- Preparation of the examination module for **conducting online exam** at university.
- Collecting data from the all departments and **Generation of consolidated reports**
- Handling all administrative activities like Training coordination in all departments.
- Responsible for checking the Daily monitoring sheet, letters, notices, documents management and admission file record.
- Produce and distribute **correspondence memos**, letters, forms and compliance management.

- Get students feedback by using counseling, via emails and meetings.
- Worked as Head of Department in Information Technology Department
- Prepare and edit correspondence, communications, presentations and other documents
- Admission Management using Student Management portal, documentation, invoice and billings, Infrastructure Management, client management, client services, resource management, sales, purchase and travel management.
- Collections of reports from various department and submission to Principal on regular basis.
- Manage and maintain executives' schedules, appointments and travel arrangements
- Good Hands on ERP reporting, Calling and verification of the supported documents with Client and submission of status report to Managing Director.

### **Technical Skills-**

C, C++, Java, SQL, SQL, Apache Hadoop framework 3.1.0, Hbase, Impala, MapReduce

### **Research Paper Published**

1. **“Network Congestion Control in 4G technology through iterative server”** Khaleel Ahamad, Sunil Kumar, and Jayant Shekhar; International Journal of Computer Science Issues, ISSN (online); 1694-0814-Accepted.
2. **“Digital Manufacturing in Automobile Industry”**, Sunil Kumar, Vikas Kumar Published in International Conference.
3. **“Vertical Handoff Using the Application of Spanning Tree”** Sunil Kumar, Dr Khaleel Ahmad, Swati Garg, Published in International Conference.
4. **“Interoperability and Performance Evaluation in 4G Mobile Technology”** Sunil Kumar, Dr Khaleel Ahmad Published in International Conference.
5. **“Performance Analysis in 4G Mobile Technology by using Virtual Server”** RAJEEV KUMAR, Sunil Kumar Published in International Journal of Engineering and Management Technology.
6. **“Anatomy of Brain gate technology”** Sunil Kumar, Prateek..
7. **“A review of security Issues in IPv6”**, Mohit Kumar, Sunil Kumar.
8. **“Detection and Prevention Techniques on Mobile Ad-hoc Network”** Sunil Kumar, Rajeev Kumar.
9. **“Role of Multimedia in Education”**, Sunil Kumar, Veenesh Kumar Shrotriya.

### **Seminar Attended**

- ❖ *Mobile Computing & Security in IPED Ghaziabad in 2008.*
- ❖ *Workshop on Robotics System in SRM University in 2008.*
- ❖ *Convener for “11<sup>th</sup> National Cyber Olympiad “as NCO Incharge on 1<sup>st</sup> NOV-2011.*

- ❖ **International Conference on Recent Trends in Engineering & Technology organized by Subharti University on 27 NOV 2012.**
- ❖ **A Workshop on Network Security by NETWROX, held in Subharti Institute of Technology & Engineering on 20/02/2013.**
- ❖ **Seminar on Small Business and Their Economic Factor, Organize by NSIC on 30-oct-2012.**
- ❖ **A workshop "TRAINING THE TRAINER" attended, held in Subharti Institute of Technology & Engineering on 04/July/2014.**
- ❖ **A Faculty development workshop by OXFORD UNIVERSITY PRESS "OVERVIEW OF C PROGRAMMING" held in Subharti Institute of Technology & Engineering on 09/Aug/2014.**
- ❖ **Workshop on "Maanasdhara First Aid Training" Basic First Aid Training of teachers at Golden Heart Academy Khatauli on 24<sup>th</sup> May -2017.**

### **Personal Details**

Father's Name : Mr. Babu Singh  
 Date of Birth : 1<sup>st</sup> Dec1987  
 Marital Status : Married  
 Nationality : Indian  
 Hobbies : Reading Technical Books, Surfing, Listening to music.

I hereby declare that all the statements made in the above Curriculum Vitae are correct to the best of my knowledge and belief.

**Date: 13/07/2022**

**Place: Ghaziabad**

**Signature:**

