

CURRICULUM VITAE

RAJAKUMAR BABALESHWAR,

75, 5th Cross, 1st Main Road,
'D' Munigurappa Layout,
Amruthahalli,
Sahakar Nagar – Post,
Bangalore– 560092.



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Mobile No: 99456 28746, 7019232614

CAREER OBJECTIVE:

Seeking a position where my knowledge can be shared & enriched. Would like to have an opportunity to contribute effectively for the growth of the organization.

COMPUTER PROFICIENCY:

Operating Systems	: Windows 95/98/00/2010/XP
Office Suites	: MS Office 97/2010 (Word and Excel)

TECHNICAL CERTIFICATION:

:	Completed 1 Year DPCS Computer Software.
:	Industrial Training Institute Bangalore

QUALIFICATION:

Bachelor of Arts : S S Arts College Babaleshwar Bijapur – under Karnataka University Dharwad. In the Year of 1994.

PUC : Govt. Jr. College for Boys Bijapur – Karnataka Pre-University Board Bangalore. In the Year of 1990.

SSLC : S S High School Babaleshwar Bijapur – under Karnataka Education Board Bangalore. In the Year of 1988.

EXPERIENCE :

*** Present College : B.M.S. College of Law Bangalore – 560019.**

>Position : Admin Assistant

>Duration : September 2021 to Till dated

>Nature of work : Handle Admission & Examination work, Eligibility Check, (Whether Recognized Board/University & Percentage requirement based on category), Online Document Verification, Original Document Collection during Admission, we are going to university Original Document Verification, After Approval University, we are preparing Database in University Format, University given approval Students for given University approval, Writing Manual Admission Register and Receiving, Issuing TC. Online applying for Examination Application, Collecting Hall Ticket in University for. Prepared Timetable as per University, Room Allotment, Teachers Allotment, Numbering, Online Absentees Report, prepared 'A' Form and Cross verification of Principal, Writing Booklet Cover, Bundling send university it to by post.

*** Previous College : Presidency University Bangalore – 560064**

>Position : Admin Executive

>Duration : July 2018 to October 2020

>Nature of work : Handle Admission Eligibility Check, (Whether Recognized Board/University & Percentage requirement based on category), Online Document Verification, Original Document Collection during Admission, Students Database Which includes Complete details of the Students, Manual Admission Register Writing, Students Scholarship E-Pass (OBC), SSP (SC/ST) etc,

*** Previous College : Nagarjuna College of Management Studies Chickballapur - 562101**

>Position : Admin Assistant

>Duration : Feb 2016 to June 2018

>Nature of work : Handle Admission Eligibility Check, Online Document Verification, Students Database, Manual Admission Register writing Students Scholarship, Admission Approval for Bangalore University, Affiliation & LIC Documentation work, Data Entry work, files & register maintenance and Scholarship work (online).

*** Previous College : Dayananda Sagar Academy of Technology & Management Bangalore – 82.**

>Position : Clerks

>Duration : June 2012 to Feb 2015.

>Nature of work : Admission & Examination Department Work (Application Issue & Receive, Document Verification, Fees Collection, Admission time everyday visit CET, DTE & VTU website. DTE Comed-K & Management All students original document verification and send it to VTU. Eligibility check for Management students After Completion the admission work Format ready for Reconciliation. Attending the Reconciliation meeting (KEA) CET & DTE. ID Card Issue, Bonafide & Study Certificate, Fees Structure issuing. Data Entry work, files & registers maintenance.

PERSONAL INFORMATION:

Father Name : Basavant (Late)

Date of Birth : 01st June 1972

Nationality : Indian

Languages Known : English, Kannada, Hindi, Telugu & Tamil.

Sports : Cricket, Kabaddi, Volley Ball & Settle Badminton

Marital Status : Married

Sex : Male

Hobbies : Reading, Browsing etc.

Permanent Address : S/o. Shri. Basavant
Post: - Babaleshwar,
Dist:- Bijapur – 586 113.
KARNATAKA.

I assure that I will be punctual and live up to the expectations of the organization and I will be doing my duty to the best of my knowledge and ability.

I declare that the details furnished above are correct up to my knowledge.

Place :

Yours Faithfully

Date :

(Rajakumar Babaleshwar)