

To,
The Registrar

Subject: Application for Assistant Registrar position in HR/Registrar Office/Administration/Accreditation & Assessment.

Dear Sir/Madam,

I am writing this letter & enclosing my resume to apply for Assistant Registrar position in HR/Registrar Office/Administration/Accreditation & Assessment.

I have 11 years' experience of working in leading educational institutions in various positions. My academic & professional qualifications includes MA (public Administration), B.Com, PGDCA, DCA.

Kindly find enclosed my resume for details regarding my qualification and experience. I hope, it will certainly merit your kind consideration.

I will highly appreciate if I am given a chance to be interviewed that will help you in judging my suitability for the job in a better manner.

Thanking you,

Yours truly,

Jitendra Kumar
Dehradun

RESUME

JITENDRA KUMAR

Present Address – R 607, Imperial Heights, Makkawala, Dehradun, UK, INDIA

MOB: + 8839377892, 8120883548

Email: jks07081979@gmail.com, prem33387@gmail.com



DOB – 10-August-1979

“M.A. (Pub. Admin.), B.Com, PGDCA with 14 years’ experience of HR /Administration/Accreditation & Assessment in Educational Institutions “

CARRER OBJECTIVE

To succeed in an environment of growth, excellence and earn a job which provides me job satisfaction and self development and help me in achieving my personal as well as organizational goals.

PROFILE FOR HR & ADMINISTRATION

HR Spanning Planning, Management & Development, Campus Administration / Hiring & Employment Management, including making HR Policies / Procedures Development / Statutory Compliances / Staff Employee Relations / Staff Welfare / Training & Development

CAREER HISTORY



***Present Employer : DIT University, Dehradun, UK, INDIA**

***Current Position : Assistant Registrar – Accreditation & Assessment**

***Period of Service : August 13, 2019- Till Date**

Assignments

- My Current assignment is preparation of NAAC SSR of my organization, which is likely to be completed soon. As I and our team are putting in our best efforts, defiantly we will achieve “A+” grade in NAAC.
- All the Regulatory Bodies data management & inspection related work i.e. AICTE/PCI/COA/UGC/NBA/RUSA/NAAC/NIRF/UGC/AISHE and etc.



***Previous Employer : ITM University, Gwalior, Madhya Pradesh, India**

***Position : Executive-HR**

***Period of Service : Nov-2011 to August 2019 (7 Years & 10 Months)**

Assignments

- My last assignment was "ICAR (Indian Council of Agriculture & Research)" accreditation, which was successfully achieved by me and my team. ITM University, Gwalior is the only one and first private university who got this accreditation in Madhya Pradesh.
- Handling Monthly Salary statement of the Teaching/Non-Teaching/ Class IV staff etc.
- Maintenance of their attendance and leaves records.
- Annual Increment process of Teaching & Non-teaching staff (including Class-IV).
- Assisting Deans of concerned Schools of the University to meet their MPR.
- Handles recruitment process which includes screening/scheduling/formation of selection panel/ coordination with subject experts.
- Maintaining the resume data, arranging the interviews.
- Preparation of final selected candidates list & negotiation them.
- Taking care of all the arrangements of the selection panel at the time of selection for Teaching & non-teaching positions.
- Handling Teaching & Non-teaching Staff's queries, issues.
- Issuing orders, notices, notifications, notes, etc. as per the instruction of The Registrar.
- Efficient Implementation of the University HR Policy.
- As I was the member of HR Committee of the University I played the role of a link between management & employees while forming various HR Policies.
- Preparation of the summarized data base for special increments.
- Implementation of annually announced DA policy for employees.
- Awards & Remuneration for counselling team members for their performance yearly.
- Provide the exact data for announcing of Awards at the time of Teachers Day on the basis of employee's regularity/performances/departmental reports etc.
- Discussion with Director (HR)/CoE/Deans/HoDs on Administrative/Academic matter as suggested by the higher authorities
- Preparation of NAAC documents as per the requirements of NAAC Coordinators and being actively involved in NAAC inspection.
- Involved in the inspection of NCTE/PCI/COA/ICAR/BCI/UGC/NAAC/INC etc.
- Provide the data of Teaching/Nonteaching staff members in prescribed formats of AICTE/UGC/AISHE/AAYOG/NCTE/PCI/COA/INC/BCI through registrar office.
- In 2016, ITM University has got the 32th Position for Management & 68th Rank for Engineering in NIRF. I worked very hard at that time for the HR Department.
- Recently ITM University Gwalior has setup his own Hospital as per the Government requirements, in which I and my team has worked a lot & successfully got the approval from the MP government.
- Taking care of routine work of HR office.



Previous Employer : Jaipur National University, Jaipur, Rajasthan, India

Position : Assistant Administrative Officer

Period of Service : Feb 2009 to Oct 2011 (2 Years 8 Months)

Assignments

- Maintaining of Attendance of All the Staff & Faculty.
- Preparing of Monthly Salary of the Teaching/Non-Teaching/ Class IV staff etc.
- Maintaining the resume data, arrange the interviews & data for interview for selection committee.
- Managing all the campus and University area's Administrative Activities
- Managing and assisting junior staff & maintaining the Decorum & Rules & Regulation of the University.

- Managing the transportation (Log Book Maintenance).
- Coordinating with Counseling Team for during Admission sessions for managing the discipline.

Previous Employer : NIMS University, Jaipur, Rajasthan-India

Position : Office Assistant & Computer Operator

Period of Service : Jan 2008 to Jan 2009 (1 Year)

Assignments

- Coordinating with the Faculties & Administrative Staff for the Routine work
- Maintaining of Attendance of All the Staff & Faculty.
- Managing the Staff of hospital & their duty charts, salary, attendance & etc

Previous Employer : Dart-Mail Communication Pvt. Ltd., Delhi/Noida-India

Position Held : Sr. Executive – CRM/MIS

Period of Service : March 2005 to Jan 2008 (2 Years 8 months)

Assignments

- Taking status from Field Executives online & Crosscheck with customer to improve our quality.
- Sending daily Reports to the clients every hour & final status Report.
- Making MIS of various clients every month.

ACADEMIC & PROFESSIONAL ACHIEVEMENTS

MA (Pub. Adm.)	: Shridhar University, Pili, Rajasthan, India
B.Com	: Jiwaji University Gwalior, Madhya Pradesh, India
PGDCA	: Guru Jambheshwar University, Hissar, Punjab, India
DCA	: Aptech Computer Education Datia, Madhya Pradesh, India
HSSC	: Madhya Pradesh Board
HSC	: Madhya Pradesh Board

PERSONAL PROFILE

Ambitious and energetic composed under pressure and get along very well with people at all levels.
Possess excellent correspondence & communication skills. Very organized with professional approach.

Religion	:	Hindu
Marital Status	:	Married
Nationality	:	Indian
Father Name	:	Shri A. K. Saxena (Govt. Employee)
Mother	:	Late Smt. Anita Devi
Wife	:	Mrs. Dolly Saxena (Admission Counselor in ITM University)
Permanent Address	:	276, Shivgiri Marg, Datia-475661, Madhya Pradesh, INDIA