

# Yadunandan Singh

Permanent Address  
Black Diamond Phase-2 Gandhi  
Nagar Kanke road  
Ranchi Jharkhand pin-  
834008 Mobile:  
7004715241 &  
9031915136

Email: [rancnandan14@gmail.com](mailto:rancnandan14@gmail.com)

## OBJECTIVE

Seeking an entry level position in an organization especially in IT industry, where there is an Opportunity to exhibit strengths and enhance skills while striving for the growth and development of Organization.

## EDUCATIONAL QUALIFICATION

Degree	Branch	Year of Passing	University/Board
(Bsc-IT)	Computer	2012	Punjab Technical University
SSC-XII	Science(PCM)	2008	J.A.C Ranchi Jharkhand
SSC-X	All	2005	J.A.C Ranchi Jharkhand

## TECHNICAL SKILL SET

Skills	Details
Programming Languages	C, C++, Core JAVA
Operating Systems	Microsoft Windows 7, 8, and10, Linux (Ubuntu)
Database	MY-SQL, MS-Access, Advance Excel
Web Technologies	HTML, CSS, JAVASCRIPT
Areas	Computer Algorithms
Web Servers	Web Logic, Tomcat
Packages	MS Office

## WORKSHOP ATTENDED

- **Certificate of TOT (Training of Trainer) by ITAC 2018** (International Trainer and Accessor Course) in Ranchi.
- **ADCA FROM STERLITE FOUNDATION DEOGHAR.**
- Awarded by NIRD & PR on completion of Operations (Professional Level) Course Organized under DDU-GKY on January,
- **Best Trainer Awarded by RCM Reddy Sir** on completion Dropout Candidate Course Organized under DDU-GKY on 2019.

## EXPERIENCE

- **Currently Working in Arck Line Project Private Limited, Ranchi (Jharkhand)** as Program Executive From 02-May-2024 to Till date.
- **Cotton Blossom India Private Limited, Ranchi (Jharkhand)** as **MIS Head** from 01-Feb-2024 to 30 April-2024
- One-Year 3 Month Experience in **Learnet Skills Limited, Ranchi (Jharkhand)** as **MIS Executive**
  - Two-year 9 Month Experience in **WAZIR ADVISORS Limited, Ranchi (Jharkhand)** as **MIS Executive.**
- **IT Trainer & Dupty Center Manager (From 30-jan- 2017 to.27 Nove-2019)**
  - Responsible for planning, coordinating and directing all computers related activities within an organization.
  - generate and distribute management reports in accurate and timely manner. develops MIS documentation to allow for smooth operations and system maintenance.
  - create reports, maintain records and conduct research Also working as MIS Executives, handle the JSMD Project.
  - develops MIS documentation to allow for smooth operations and system maintenance.
  - create reports, maintain records and conduct research.
- Two year Experience in Learnet Skills Limited, Ranchi (Jharkhand) as IT Trainer Cum Dupty Center Manager (From 30-jan- 2017 to.27 Nove-2019) Also working as MIS Executives, handle the MRIGS website in DDU-GKY Project
- Two-year Experience in AMERICAN INSTUTITE PVT LTD as Office Assistant & Faculty. (March-2014 to 31 Dec-2016)

### **Responsibility:** as a MIS Executives

Worked on KB Portal  
Worked on MRIGS Portal.  
Worked on MPR Portal. Worked on JSMD Portal.

Worked on Placement Documentation & tracking. Supervised inflow and out flow of information.

Coordinated the compilation process.

Prepared internal reports as per the requirements. Maintained SF of DDU-GKY Project.

Managed biometric attendance through poised . Media and device management.

Troubleshooted the minor hardware and software Issues.

Managed TCS Online Examination as network admin.

Monitored Class Room Activity.  
Managed Centre behalf of Centre Manager.  
Meeting with NIRD Team.

**Responsibility:** as a IT Trainer Cum Dupty Center Manager

To aware and motivate the rural youth about the scheme to avail the benefits of the program. Enroll the candidates and conduct the training program as per the guide line of the scheme. Worked with the Management for Institution and Corporate Relations in providing placement activities

Arranged the placement opportunity for the candidates who have successfully completed the trainings.

Coordinate with Head Office and update them about the progress of the work on daily basis. Due Diligence, Centre Setup, Counseling, and Placement, Tracking. Solve any type of problems in all centers or team members.

Visit to Villages area for community mobilization.

Motivate the candidates for their better future.

Provide support to HO level & center staffs regarding project. Conduct orientation session for trainers.

Managed training center and its resources.

## PERSONAL SKILLS

- Have good patience which I believe will lead to better human relation.
- Good in team work and team leading.
- Self-Initiative and Hard Working
- Problem Solving & Decision making ability
- Customer service and adaptive

## Leisure Interest

- Listing music
- Grasping new technologies
- Watching and Playing Cricket

## PERSONAL INFORMATION

Personal Information	
Full Name	Yadunandan Singh
Date of Birth	04-01-1991
Father Name	Mr.Bipin Bihari Singh
Languages Known	English, Hindi.
Nationality	Indian

## Declaration

I hereby declare that all the above information furnished are true to the best of my knowledge. **Place:** Ranchi

**Date:**

**[Yadunandan Singh**