


Name	:	Deepak Kumar Gupta	
Designation	:	Assistant Administrative Officer	
Qualification	:	B.Com	
Experience	:	15 Years	
Brief Details (about yourself):			
<p>Currently I am working In IBS Jaipur as Assistant Administrative Officer I am Deepak Kumar Gupta done B.Com from University of Rajasthan Jaipur. In the beginning of career I have started working as office &amp; admin assistant with various institutions. Currently I am associated with ICFAI University, Jaipur as Assistant Administrative officer in Department of Management, also worked as PA to Registrar for 10 years in the ICFAI University, Jaipur</p> <ul style="list-style-type: none"> <li>• Documentation work as per office requirement</li> <li>• keeping and maintaining record of documents &amp; data</li> <li>• All paper work related to examination of IBS Jaipur</li> <li>• Responsible for all works of Pre-Examination, Examination and Post Examination process on time with accuracy.</li> <li>• Sending mails to students and faculty staff of many types of information.</li> <li>• Prepare Transcript Data (For Degree Printing), Grade sheet Data (For Grade sheet Printing), Monthly Honorarium of the visiting faculty, Scholarship after every Semester, No Dues Certificate, Migration Certificate, Bonafide Certificate, Demand Letter, Provisional Certificate, IQAC Data, Govt. related work, Fees Circular, Distribution Grade Sheet all students, Admission Data of new students program wise, Format of the Question Papers and Print them, print all type material for examinations like Schedule Attendance Sheet, Award List etc, Scan Grade sheet and make photocopy.</li> <li>• PA to Registrar from 2012 to 2020</li> <li>• <b>1.5 year Experience in Nehru Yuva Kendra Sangathan (Ministry of Youth affairs &amp; Sport, Government of India) as an Office Assistant</b></li> <li>• <b>1.5 year Experience in ARAVALI (Association for Rural Advancement through Voluntary action and local Involvement) as an Administrative Assistant</b></li> </ul> <p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Maintenance of Staff and Faculty records and all important file of UGC/GOR</li> <li>• Record Keeping</li> <li>• Attendance Register Maintenance</li> <li>• Letter Drafting in Hindi &amp; English</li> <li>• Responsible for arranging Academic Council Meeting, Board of Management Meeting</li> <li>• Responsibility of Compilation of Various Reports</li> </ul>			