


Name	:	JEETANDERA KUMAR	
Designation	:	SENIOR EXECUTIVE (ADMINISTRATION)	
Qualification	:	MA. (HISTORY), PGDCA	
Experience	:	21 Years+ Experience in Academic Institutions	

**Brief Details (about yourself):**

1. Presently I am working as a **Senior Administrative Executive** in **The ICFAI University Jaipur**. Looking after duties of ICFAI Law School Jaipur and also helping in day-to-day general administration and admissions. (From 01st October, 2019).
2. More than One year experience as Deputy Manager (Examinations) in BML Munjal University, Gurgaon. Looked after duties of Examination Department and also helping in day-to-day general administration. (From 9<sup>th</sup> Feb. 2018. To March 2019).
3. More than Five Year experience as an Office Superintendent in Amity University Rajasthan, Jaipur. Looked after duties of Secrecy Cell, Examination Department and also helping in day-to-day general administration. (From 5<sup>th</sup> Nov.-2012 to 06<sup>th</sup> Feb.-2018).
4. More than Four years experience as an Office Executive at Poornima College of Engineering, Sitapura, Jaipur. Looked after duties of Secrecy Cell, Examination Cell, Admission Cell and also helping in day-to-day general administration. My work was as an assistant in admissions and examinations. (From 1<sup>st</sup> July 2008 to 31<sup>st</sup> Oct. 2012.)
5. More than Four years experience as an Office Executive & Computer Operator in assistance of Registrar at Arya College of Engineering & I.T., Kukas, Jaipur. My work was as an assistant in admissions and examinations. (From January 2004 to June 2008).