

Name	:	ASHOK KUMAR BASWALA	
Designation	:	Assistant Administrative Officer	
Qualification	:	MA (Sociology)	
Experience	:	Total – 20 Years ICFAI – 8.5 Years	

Brief Details (about yourself):

- I have previously worked with NIMS University, Jaipur for 6 years as a Control Room In charge.
- **Job Description in the ICFAI University, Jaipur –**
 1. Supervision of cleaning of campus.
 2. Hotel arrangements for the guests coming from HQ & any other places.
 3. Handling transportation for students and guests also.
 4. Setup and arrangement of furniture for all the departments.
 5. Managing furniture for regular work in the university campus in classrooms/cabin/seminar halls etc.
 6. Sometime urgent needs for special occasions like conference, workshop bouquet/snacks items etc.
 7. Collection of quotation for purchasing of consumables items like crockery/bouquet /snacks item etc.
 8. Handling and arrangement of all furniture provide by H.O
 9. Arrangement of various items and services required for routine work and during special activity and events.

