SIKANDAR KUMAR

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Purnanagar, Koderma, Jharkhand, 825410

SUMMARY

Professional Computer operator with multiple skills and have 5 years overall experience including 1.2 years in the government sector. Adept at explaining complex data systems to a wide variety of programs. Proven multitasker, independent worker and a team player.

WORK EXPERIENCE

District Hospital Koderma   March 2021 to May 2022
Computer operator cum data verifier

Project name: *COVID - 19 Vaccination*
Description: To manage the people who came for vaccination under the program of covid-19 vaccination by government of India with their queue management and other technical solution provider.

Roles and responsibilities:
- As a computer operator cum data verifier I was the person who used to do the data entry of the people who came for vaccination at the center.
- To the junior operators I used to verify the data entered by tem in daily basis and used to highlight the issue or mistakes within the team.
- I had worked with the center head for the technical issues and resolution design.
- I had worked as a manager for a vaccination program within the district. It helps to manage the other team members like ANM and other nursing staff to go with their work efficiently.
- Worked directly with district vaccination officers to manage the tasks of different centers under the district in terms of operator management.

Common Service Center(Pragya Kendra)   February 2016 to Present
Village Level Entrepreneur (VLE)

Description: CSC is used to provide the service of central and state government to the citizens under several schemes under the CSC platform. So it can be reachable to all citizens within their local area or village.

Roles and responsibilities:
- As a vle or village level entrepreneur I am working for the several schemes of CSC directly with the common or local people and some of them are mentioned in the following points.
- PMGDISHA is of of the important program of government ant in the program I have made people aware about that so common people can have the basic computer knowledge, I had take multiple classes of basic knowledge of computer and also guide them into the certification exam.
- In Ayushman Bharat Pradhan Mantri Jan Arogya Yojana I had worked as an operator to help the people to make their health card under this scheme.
- Worked for all other programs/services within the CSC platform and also worked on block level programs and service.

TECHNICAL SKILLS AND QUALIFICATIONS

Operating System : Knowledge of using all versions of windows operating systems from the windows Xp.
MS Office : Knowledge of how to use MS Word, Basic MS excel and powerpoint.
Web Browsers : Google Chrome, Mozilla Firefox, Internet Explorer and other browsers.

Advance Diploma in Computer Application, 2015, Koderma

EDUCATION:

MA|Rural Development, 2021, Indira Gandhi National Open University, New Delhi

BA|Political Science, 2015, Vinoba Bhave University | Hazaribag, JH

ACCOMPLISHMENTS

- Got appreciation letter from district administration for commendable work in covid-19 vaccination for face authentication verification on 75th independence day.
- Got commendation letter from district administration for commendable work in covid-19 vaccination for 15- 18 years on 73th republic day ceremony.

STRENGTHS

- Flexible
- Trustworthy
- Optimistic

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

Place: Koderma,India   **Sikandar Kumar**