

CURRICULUM VITAE

Name: Jiten Naik.

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OBJECTIVE:

Seeking a creative and challenging position of growth and responsibility, which can utilize and enhance analytical and leadership skill.

SUMMARY:

Presently working at Fr. Concecao Rodrigues College of Engineering as Sr. Laboratory Assistant

WORKING EXPERIENCE:

Organization: Fr. Concecao Rodrigues College of Engineering.

Period: June 2004 - Till Date.

Designation: Sr. Lab. Assistant.

Responsibilities:-

Installation of Windows & Open source Application Soft wares. Manage and Maintain the computers in the labs along with computer network. Lab preparation for practical exam.

Invigilation Exam Duty as an when given by the Exam cell. Also helping Faculty Members for preparing documents for NBA, NAAC & Accreditation Work. Preparing indent and requisition as an when require. Actively involved in students Admission process. Administrative work as an when require.

Organization: Electronics Corporation of India Limited.

Period: Feb 2001 - Aug 2003.

Designation: Analyst/Programmer, Trainer.

Organization: SNDT Woman's University.

Period: Oct 2000 - Feb 2001.

Designation: Programmer cum analyst.

Organization: Cyber Ads Studio.

Period: Jan 1999 - Oct 2000.

Designation: Analyst cum Programmer.

PROJECT SUMMERY:

1) Integrated Business System:

Platform used: Windows NT/2000, Visual Basic 6.0, Oracle 8i

2) Library Management System:

Platform Used: Windows 98, Visual Basic 6.0, Ms Access

Project Details:

1) Integrated Business System.

Client is ENVY International.

Technical lead in analyzing and designing.

Key Member of the team.

Team size of four.

. Duration 13 Months(Mar 2002 - Mar 2003)

Following Business systems are in the project.

Purchase Order System.

Inventory Management System.

Sales Management System.

2) Library Management System.

Client is Bhagubhai Polytecnic

Activity involved in debugging & testing.

Technical lead in analyzing and designing.

Key Member of the team.

Team size of four.

. Duration 11 Months(NOV 2000 - DEC 2001)

EDUCATIONAL:

B. Sc in Information Technology (I. T) from Mumbai University.

Diploma in computer Software Techniques-1995, Mumbai University.

Diploma in computer Technology-1994, NIIT, Mumbai.

Diploma in computer Technology-1993, BTE Mumbai.

(Jiten Nayak)