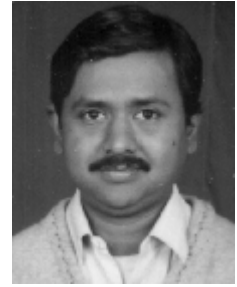


Resume

Name B. Shekhar
Father's Name Prof. Ram Chandra Singh
Date of Birth 22/01/1970
Marital Status Married
Nationality Indian
Contact bimplendu123@sancharnet.in ; shekharkb@yahoo.com _



Educational/Technical Qualifications

- Certificate course in Oracle 8i from **ER & DCI Noida** (Connaught Place Centre) in Feb. 2001
- Diploma in Computers in Office Management from **IGNOU**, New Delhi in Dec. 1997
- Certificate Course in Computer Applications and Software Studies from **IITM**, New Delhi, (Ministry of Tourism & Delhi Tourism) in Oct. 1997
- Diploma in Computer Programming from **Govt. Polytechnic, Gulzarbagh**, Patna, in Oct. 1995
- B.Sc. (Hons.) in 1991

Software known :

Operating Systems	MS DOS, MS Windows 95, 98 & XP, SCO-Uinx, Mandrake Linux
Programming	Visual Basic-6, Visual Foxpro-6, MS Access, dBASE III+, Foxbase, Foxpro
Business Utilities	MS Word, MS Excel etc. E-Mail (MS Internet Mail & Outlook Express), MS Fax Internet (MS Internet Explorer ver. 3 and above) Financial Accounting (Tally)

Hardware known :

Well versed with following products :
Dot Matrix/Inkjet/Laser Printers, Flat Bed Scanner, Web/Digital Camera,
Iomega Zip Drive, Tape Drive, CD Writers, Removable Hard Disk Drives,
Facsimile, Internal/External Modem etc.

Present Involvements :

1. Data Processing/Word Processing works for various Govt. Offices.
2. GBF Schedule Data Entry work since May, 2003 at Distt. Treasury, Supaul.

Past Involvements in Supaul :

1. Worked in Dist. Treasury Supaul from Feb. 2003 to Dec. 2003. Here I was doing the following jobs:
 - Scroll entry for Supaul and invoice preparation for Birpur and Nirmali Sub Treasury.
 - Checking data after completion of Data Entry for complete month.
 - Printing Cash Book, Detail and abstract Schedules etc.
 - Backup on Tape.
2. First & second stage of All India School Education Survey (7th AISES) for Distt. Education Office, Supaul at NIC, Supaul.
3. Preparation of Computerized Driving License for Distt. Transport Office, Supaul.
4. Preparation of Antyodaya Yojna List for Nirmali, Marauna, Raghobpur, Pratapganj and Triveniganj.
5. BPL Data Entry work of Supaul (Rural) Block for Supply Dept.
6. Prepared List of Polling Stations for Triveniganj & Chhatapur for Panchayat Elections 2003.

7. Worked as Senior Computer Operator in General Elections-2004 (from March to May 2004) and was awarded by DM, Supaul for excellent performance, hard labour and ability of management in difficult situations.

Involvements in Delhi :

Worked in Delhi for more than 7 years (1995 to 2002) with many Ltd. and Private Companies as Computer Programmer, Computer Operator cum Programmer, EDP Executive etc.

I have worked with different types of companies like Cotton Yarn Spinning Mill, Housing Society, Engineering and Pharmaceutical Companies, Garments Importer/Exporter, Hotel & Resorts etc.

My key function was Management of Information Systems, software development, Office automation and managing computer department. A few activities are listed below –

- Preparation of Monthly Attendance report and Salary/Wages for around 3500 workers and nearly 75 executives (Works and HO) using computerized Time Punching Card Machine.
- Computerized MIS for Housing Society and Resort activities.
- Production/Cost Processing/Invoicing & Inventory Management.
- Computerized Accounting in Tally.
- Software development, enhancement and maintenance for Inventory management, Payroll, Daily attendance system etc.
- Managing LAN and providing shared peripherals and internet access to other users.
- Troubleshooting Windows and other Software.
- Maintenance of computers like Scandisk, Defrag, Virus scanning & removal.
- Backup on removable hard disks /CD-RW, Iomega Zip Drive, permanent archival on CD-R.
- Providing technical support to other Office Staffs.

Projects/Assignments:

o MIS for Housing Society project

Earlier in Lotus-123. Project to maintain the Society Member's Payment/Dues and Correspondence details and various reports like Payment position of any member, intimation for installments due, and address labels.

OS - MS Windows 95 Tool - MS Access 2.0

o Resume Management Software for Group Company Head Office

Project for HRD Dept. to computerize the incoming Bio-Data for easy compilation & sorting.

OS- MS Windows 95 Tool - MS Access 2.0

o Payroll Software for Spinning Mill

A menu driven Application developed to calculate Salary & Wages of approx. 2500 workers & 75 Executives working at Production Unit/HO. Worked as Team member in this project. Later, added new modules for consolidated reports.

OS - MS DOS 5.0 Tool - Foxpro 2.0

o MIS for Sales of Units of a Resort

The application was developed solely by me for sales analysis, performance of sales persons and to maintain personal and transaction details of members of resort. Various Reports were designed including Daily/Weekly/Monthly payments received from members, current position of units left and sold, performance of sales persons and incentives/bonus to be paid etc.

OS - MS Windows 98 Tool - MS Access 97

o Inventory management System for Export House

A complicated system for day to day operation having details like Sampling information, Costing, Order Received/Sent by Order/Party/Season, Fabric/Materials, zips etc. required for any specific Order, Invoice/accounts details of any party on the basis of any specific Order Dispatched/Packing list/Season, Items issued/received and payment/debit to contractors by specific order/season, Stores management including items in stock and requirement for any specific order, day to day Courier details/packing list.

OS - MS DOS 5.0 Tool - Foxpro 2.6

o Payroll Software for Export House

Earlier in MS Excel '97 and then developed in MS Access 2000.

Main features: Calculations of salary and wages, Overtime and other benefits and deductions like PF,ESI, LWS etc., leave record of staff and workers, Reports like Salary sheet, summary of salary/wages/overtime per dept/section.

OS - MS Windows 98 Tool - MS Access 2000

o MIS for Sampling Information for Export House

To keep track of all information of all new/old samples including measurements, description of items etc and colour photographs.

OS - MS Windows 98 Tool - MS Access 2000 + Visual Basic 6

o Inventory Management System for Engineering Company

For easy handling of all Engg. and Office equipments, Maps, Drafts, Ammonia prints etc.

OS - MS Windows 98 Tool - MS Access 2000 + Visual Basic 6

o Payroll Software for Engineering Company

For easy preparation of Attendance Report, Salary Sheet, Performance-Allowance etc.

OS - MS Windows 98 Tool - MS Access 2000, Visual Basic 6

o Enhancement in Treasury Information System, Supaul

Add 2 new modules in Treasury Information System. Both of the enhancements are well appreciated by Supaul Treasury staffs.

1. User friendly interface for entering Data in GPF Master Database.
2. Software for Offline GPF Schedule Data Entry.
3. Checking Payment/Receipt Amounts of Supaul/Birpur/Nirmali, per day total amount is being displayed for complete month or for any date specified by the user.

OS - SCO Unix Tool - Foxbase

(Signature)