

RESUME

GIRIJESH KUMAR

CAREER OBJECTIVE

Seeking an environment that will serve as a path to learn and enhance my skills where in my knowledge and skills can be shared and enriched to grow in career.

EDUCATIONAL QUALIFICATION

- Master of Public Administration (MPA) from IGNOU, New Delhi with 63% marks
- Master of Business Administration (MBA) from S.M. University with 66.5% marks
- P.G.D.C.A. from Kurukshetra University, Kurukshetra
- Training & Secretarial Diploma course from Y.M.C.A. New Delhi.
- **Bachelor of Commerce (B.Com) from University of Delhi, Delhi.**

WORK EXPERIENCE

- *More than 14 years of regular working experience (w.e.f. 16.12.2003 onwards) in different Central Govt. organizations/ Universities on permanent positions.*
- Presently working as Assistant Registrar in Indira Gandhi National Tribal University (A Central University), Amarkantak, M.P. w.e.f. **25.01.2016 to till date** in PB-3 with GP of Rs. 5400/-
- Worked as Private Secretary to Vice-Chancellor, Indira Gandhi National Tribal University (A Central University), Amarkantak, M.P. from **31.07.2010 to 24.01.2016** in PB-2 with GP of Rs. 4600/-
- Worked with the Secretary-cum-Commissioner/ Labour Commissioner (with *07 different senior IAS Officers*), Department of Labour & Employment, Government of N.C.T. of Delhi (**Govt. of Delhi**) from **01.04.2005 to 30.07.2010** with exemplary service record {**selected through DSSSB Delhi**}.
- Worked with the Director, Indira Gandhi National Open University (IGNOU), RC Jammu from **16.12.2003 to 31.03.2005** on permanent position.

RESIDENTIAL TRAINING POROGRAMMES ATTENDED

- Training Programme on “**Interpersonal Skills at Workplace**” from May, 25th to 29th, 2015 at Manali organized by National Productivity Council (Ministry of Commerce & Industries, Govt. of India), New Delhi.
- **Management Development Programme (MDP)** on “**Improving Inter-personal Relations and Team Spirit at Work Place**” from 5th to 9th November, 2012 organized by **National Institute of Financial Management** (an Institute of Ministry of Finance, Govt. of India), Faridabad, HR.
- Residential Training Programme on “**Open & Distance Learner’s Information Management System (ODLIMS)**” from 2nd to 6th August, 2004, organized by Computer Division (Software Development Cell), Indira Gandhi National Open University (IGNOU), New Delhi-110068.

FOLLOWING OFFER OF APPOINTMENTS / JOINING REFUSED TO JOIN DUE TO PERSONAL REASONS:

- Offer of Appointment for the post of **Private Secretary to Director, Indian Institute of Technology (IIT)**, Mandi (Himachal Pradesh) received vide letter No. Estt.(B)/183/MS-17 dated 15th June, 2010 (Selection process i.e. written test, skill test, interview were conducted by IIT, Roorkee)
- Joining in Department of Trade and Taxes (erstwhile Sales Tax Department), Govt. of NCT of Delhi vide Services Department, Govt. of Delhi Order No. F.3(1)/3/2010/S-III/1469-1479 dated 24.05.10.
- Offer of Appointment to the post of Stenographer in **National Highways Authority of India (NHAI)** [Ministry of Road Transport & Highways, Govt. of India], New Delhi with posting at PIU-Lucknow, received vide letter No. 11012/03/2002-Admn-I dated 03.01.2004.

CONTACT DETAILS :

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Place: Amarkantak

(GIRIJESH KUMAR)