

Curriculum Vitae



Sanjeet Choudhary

Laboratory Assistant

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PERSONAL PROFILE

Name : Sanjeet Choudhary
Father's Name : Sh. Sultana Ram
Date of Birth : 02nd July. 1977
Address : 64-Gandhi Nagar, UIT
Lal Garh, Bikaner

EDUCATIONAL QUALIFICATION

- PGDBA from Institute of Management and Technology, Bangluru (1999)
- B.Sc. from University of Rajasthan, Jaipur (1997)
- Sr. Sec. (RBSE) in Science (1994)
- Sec. (RBSE) (1991)

Working Experience

1. Manager (Training & Placements), Faridabad Institute of Technology, Faridabad (NCR)
01/09/2006-24.04.2007.

Role & Responsibility's

- In charge of Training of students as per industry demand and giving inputs for industry specify needs for better placements of students in engineering and other trades.
- Inviting industries to campus for placements.
- Co ordination with other institutes for campus placements

- Organizing campus placements fests and interface with industry for upcoming challenges in industry and implementing same courses in training of students with faculty and management
2. Manager (Marketing), ASSOCHAM, N. Delhi. 05.05.2007 – 29.01.2009
- Role & Responsibility's
- Organizing National and International Trade fare in various parts of India.
 - Interface with industry and identifying potential of organizing the trade fare with constant feedback.
 - Communication with different Government departments and taking sponsorships for their flagship projects and promotion of the same.
 - Identifying potential participants motivating them to participate in events and making them understand about how this showcasing can help them to increase their market.
3. Assistant Administrative Officer, Manav Rachna Dental College (Manav Rachna University, Faridabad), NCR 30.05.2011-30.03.2012
- Day to day administrative work including building maintenance etc.
 - Communication with students parents about their performance, study, fee related issues etc.
 - Housekeeping, time operation, Salary, hiring work force for daily operations.
 - Maintaining discipline in campus
 - Interface with contractors and maintaining supply of essential utilities.
 - Taking necessary licenses from local authorities including pollution control, Fire, excise dept. etc.
4. Laboratory Assistant, Department of Microbiology, Maharaja Ganga Singh University, Bikaner (Rajasthan)
- Over all operation of departments laboratories
 - Stock keeping updating stock etc.
 - Consumable/fixed assets stock verification.
 - Maintenance of equipments.
 - Feedback about availability of consumables and raising the demands for the same
 - Guiding students and scholars to perform practical exercises.
 - Ministerial work as and when needed.

Date:-

Place:-

(Sanjeet Choudhary)