

Resume

CAREER OBJECTIVE:

To work with well-established organization that utilized my whole professional experience for growth of Organization and my skill.



ABOUT ME

I have 5 Years of experience working in creative and Educational Services. I love working with people, especially if they have the same passion.

WORK EXPERIENCE:

1. Working as : **Freelance D.T.P. Operator**
Duration : **Aug. 2021 to till date**
Name of Academy :
 - 1) Khadke Biology (Chha. Sambhaji Nagar)
 - 2) Alpha Chemistry (Chha. Sambhaji Nagar)
 - 3) Arihant Chemistry (Chha. Sambhaji Nagar)
 - 4) Prism Academy of Physics (Chha. Sambhaji Nagar)
 - 5) KG's Chemistry Classes (Chha. Sambhaji Nagar)
 - 6) Vijay Sir's Mathematics Classes (Chha. Sambhaji Nagar)
 - 7) Deshpande Chemistry Classes (Chha. Sambhaji Nagar)
 - 8) Institute of Biology (Chha. Sambhaji Nagar)
 - 9) Excellent Classes of Physics (A.P)
 - 10) Excellent Classes of Chemistry (A.P)
 - 11) Achievers Career Point (Chha. Sambhaji Nagar)
 - 12) Dnyanganga Classes (Chha. Sambhaji Nagar)
 - 13) A Mohanrao (Zoology Classes) A.P

Roles & responsibilities:

- (i) Making an assignment and study material for student .
- (ii) Making question paper set for 11th, 12th Medical & Engineering by using DTP.
- (iii) Creation of Diagrams, Charts, & Signs preparation for study material.
- (iv) Mathematical equation typing in a ms word.

2. Name of organization : **IIB Publication Pvt. Ltd. (Aurangabad)**
Working as : **Electronic Data Processing**
Duration : **Sep. 2017 to Oct. 2019**
Experience : **2 Year 1 months Experience**

Roles & responsibilities:

- (i) Making an assignment and study material for student .
- (ii) Making question paper set for 11th, 12th Medical & Engineering by using DTP.
- (iii) Creation of Diagrams, Charts, & Signs preparation for study material.
- (iv) Managing various kinds of Electronic Data.
- (v) Mathematical equation typing in a ms word.
- (vi) Equation converted into latex format and uploading into an online educational portal.

3. Name of organization : **Aakash Educational Services Pvt. Ltd.**
Working as : **Electronic Data Processing**
Duration : **Feb 2015 to Aug 2017**
Experience : **2 Year 6 months Experience**

Roles & responsibilities:

- (i) Generating Student PSID no. (Paid Student Identity Number) through Aakash LMS (Lead Management System) Portal.
- (ii) Enrolling Student through Aakash FMS (Fee Management System).
- (iii) Enrolling student through Aakash ERP (Enterprises Resource Planning).
- (iv) Generating OMR results and sending to parents via SMS Portal.
- (v) Making an assignment and study material for student
- (vi) Making question paper set for 11th, 12th Medical & Engineering (main & Advanced) by using software like Page maker, etc.
- (vii) Creation of Diagrams, Charts, & Signs preparation of material for Presentation Lectures.
- (viii) Printing a question paper bunch for weekly examination or topic wise examination.
- (ix) Preparing monthly academic reports.
- (x) Generating ID Cards for Student.
- (xi) Managing various kinds of Electronic Data.
- (xii) Scanning of photographs in good quality to generating id card

PERSONAL DETAILS:

- Name** : Farkade Nitin Anandrao
Father Name : Farkade Anandrao P.
Address : Plot No-B-4, Bhanudas Nagar, Behind Akashwani,
Jawahar Colony road, Aurangabad-431005.
Contact no. : +91 9860420225

Email : nitinptl027@gmail.com
Date of birth : 07 Dec 1985
Nationality : Indian
Marital status : married
Languages known : Marathi, Hindi, English

EDUCATIONAL QUALIFICATION:

- Passed BSC From Dr. Babasaheb Ambedkar University Aurangabad in March 2007 with Second division.
- Passed HSC from Aurangabad board in Feb / March 2003 with second division.
- Passed SSC from Aurangabad board in March 2000 with second division.

COMPUTER PROFICIENCY:

- MS-CIT
- D.T.P
- Electronic Data Processing

WORKING SOFTWARE:

Software : MS-Word, MS-Power Point, MS-Excel, Corel draw, Photoshop, Math Type, Word equation

CIRCULAR ACTIVITIES:

Typing : 30 (W.P.M) Marathi
40 (W.P.M) English.

Place : Chhatrapati Sambhaji Nagar

You're faithfully

Date : 29/05/2024

Nitin A. Farkade