**MITENDRASINH BAPUBHA ZALA**

1326, SHIVAM SOCIETY, SECTOR 27, GANDHINAGAR GUJARAT 382028

 MOBILE 9427051194 mitendrasinhzala@yahoo.co.in

**Visionary executive with multi skills looking forward for better prospects work with Information dept. (GOG) ,Gandhinagar serving Lab admin at Xavier Institute of Computer Applications (XICA) , worked with Dr. Reddy’s foundation(NGO) as IT Facilitator ,MBA college kakanpur as Computer Instructor also Ministry of Home Affairs as security assistant , SVBIT as Computer lab assistant and now worked at last NGCCA BCA college as IT Lab Assistant.**

**CAPABILTIY**

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| **MIS instructor** | **Educational Activity**  | **Administration Support** |
| **System Management**  | **Office Management**  | **System Analysis**  |
| **IT support**  | **Web Administrator Government web**  | **Trainer**  |

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|  | **EDUCATION QUALIFICATION** |  |
| Master of Computer Applications  | Indira Gandhi National Open University New DelhiStudy Center : L.D Arts center , Ahmedabad  | Second Class 59.44 % Dec -2007 |
| Bachelor of Computer Applications  | Indira Gandhi National Open University , New Delhi, Study Center : Govt. Polytechnic Gandhinagar  |  First Class 63.42 % Dec -2005  |

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|  | **OTHER** |  |
| D.E.E (Diploma in Electrical Eng.)  | Govt. Polytechnic Ahmedabad  | 71 %  |
| B.A ( Economics )  | Gujarat University  |  47 %  |

**EXPIRIENCE**

**B.C.A College:** IT Lab Assistant Navgujarat B.C.A College, Income Tax, Ahmedabad
 **( July 2015 – Dec 2018** )

* IT Infrastructure Support
* Educational Activity Support

**Engineering College:** IT Lab Assistant SVBIT Engineering College
 (**Nov 2012- Oct 2014**)

* IT Infrastructure Support
* Educational Activity Support

**MHA** : Executive Assistant  **( April 2010, Aug 2011)**

* Office Management and Computer Facilitation.

**M.B.A College:** IT Lab Assistant

 M.B.A College Kakanpur **( Aug 2009- April 2010 )**

* Look after and support lab and IT infrastructure activities
* Take lectures of M.B.A students in MIS subject.
* Help the management and staff to smoothen the educational activities.

**Dr. Reddy’s foundation:**  IT Facilitator **(May-2008- , July 2009 )**

* Facilitate IT aspirants for IT concepts ,facilities for training to aspirant’s gaining LIFE SKILLS
* Placing aspirant’s to branded company after providing different skills and training, give them opportunity for livelihood for better prospects with good salary jobs. Excellent networking, communication makes company mass response from the target youth, get good presence in the area with good brand name including support.

**Xavier institute of Computer Applications:** IT Lab Assistant (**July 2007, April 2008 )**

* Increase practical performance technically also awareness of students for practical regulation.
* Strict increase in Lab attendance results in overall attendance by strategic management
* Motivate students for technical challenging work for opportunity waits result in increasing the overall technical growth of institution.

**Information department Gov. Of Gujarat**: System Administrator **( Feb 2003 , May 2006 )**

* System becomes efficient after creation of the gujaratpubulications.com and get awareness to mass by presenting electronic version of Rojgar Samachar.
* Technical support provided in software development and system analysis.
* Dynamic version creation and maintenance support for gujaratpublcations.com, other websites.
* Technical training to aspirants administration and support given to the dept. to achieve depts’ goal also given support for implementation of INFOMRATION TEACHNOLOGY in Information department , Govt of Gujarat Gandhinagar.

**PERSONAL DETAILS**

1. **Birth Date :** 22/10/1981
2. **Marital Status :** Married
3. **Languages (Read and write):** Gujarati, Hindi and English.

I believe I am sincere, honest and dedicated. I have good communications skills and have a good team spirit.

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