Contact

1326 Shivam Society Sector 27
Gandhinagar
Gujarat 382028
9427051194 (Mobile)
mitendrasinhngcca@gmail.com

www.linkedin.com/in/
mitendrasinhji-bapubha-
zala-046409130 (LinkedIn)

Top Skills

IT Asset Management
System Administration
Microsoft Office

Languages

Hindi
English
Gujarati

Certifications

Computer Hardware repairing 1
month course

Mitendrasinhji Bapubha Zala

Summary

10 Years IT Assistant

BCA
MCA from IGNOU

Experience

Navgujarat College of Computer Applications
IT Lab Assistant
July 2015 – Dec-2018

Computer Lab requirement checks and supervise the Computer Labs and
educational activity support

Software installation
PC troubleshooting
Result analysis and preparation
Attendance record
Computer laboratory assistant
Exam supervision
Laboratory exam supervision
Management
Administration
Assistant
Seminar coordinator
Basic Computer Hardware course training to aspirant
Planning
Coordination

Look after for educational activity and support

Computer Labs Maintenance and Cleanness

Proper handling of Lab and Other Equipment like projector etc

Regular Lab Supervising

SVBIT Engineering College Gandhinagar basan Village
IT Lab Assistant
November 2012 - October 2014 (2 years)
Gandhinagar

IT Lab Assistant

Software installation

PC troubleshooting basic level

Computer support

Data entry

Exam supervisor

CCTV recording downloading

Computer Lab Maintenance and Cleanness

Letter drafting

Management support

Conference hall administrator

Ministry of Home Affairs
Security Assistant
May 2010 - August 2011 (1 year 4 months)
Ahmedabad

Executive Assistant

File management

Document collection and proper filing

Personal assistant to officer

Document verification and stamping

Article collection

News paper information gathering

Executive

Filing

Call handling

Paper cutting

Letter drafting

Guest handling

Basic inquiry

Security assistant

Office administrator

Team work

Assistant

Data entry

Salary calculation and entry in paper journals

MBA college Kakanpur
IT Lab Admin
July 2009 - April 2010 (10 months)
Godhra

IT Lab Admin

Student inquiry handling

Website creation

Website maintenance

Coordination

Management lecture taken for Management Information System Subject GTU

Syllabus

Computer support

Letter drafting

Management support

Exam supervision

Management support

Dr. Reddys Foundation
IT Facilitator
April 2008 - May 2009 (1 year 2 months)
Ahmedabad

IT Facilitator

MIS report preperation

Email drafting

Communication with h.o.

Data entry

Trainer

Motivator

Team work

Field visit

Group meeting

Mass communication

Marketing

Aspirants gathering

Placement help

For placement company finding

Xaviers College of Computer Applications
IT Lab Assistant
July 2007 - April 2008 (10 months)
Ahmedabad

Computer Lab Assistant

Computer laboratory management

Time table arrangement

Attendance management

Result preparation

Result analysis

Computer support

Assistant

Data entry

Educational activity support

Student inquiry

Management support

Administration help

Information Department Government of Gujarat
System Administrator
February 2003 - June 2006 (3 years 5 months)
Gandhinagar

System Troubleshooting

Static website development

Desktop support

Books scanning

Guest handling

Assistant

Employment news uploading

Gujarat government books uploading

Updating the website static

Maintaining the website

Website hit counter record

System Administrator

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Education

Indira Gandhi National Open University
MCA, Computer Application · (2005 - 2007)

Indira Gandhi National Open University
BCA, Computer Application · (2001 - 2005)