

Contact

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

[www.linkedin.com/in/
mitendrasinhji-bapubha-
zala-046409130](http://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

Computer Lab Assistant at Navgujarat College of Computer
Applications Ahmedabad
Ahmedabad Area, India

Summary

10 Years IT Assistant

BCA
MCA from IGNOU

Present : Computer Lab Assistant

Experience

Navgujarat College of Computer Applications
IT Lab Assistant
July 2015 - Present

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 vitrification 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 preparation
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

Education

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

Indira Gandhi National Open University
BCA, COMPUTER APPLICATION · (2001 - 2007)