

Name: Jayeshkumar P. Makwana

Address: High School Road,
Vasad – 388306, Anand
(M)+91-9974192961

Email ID: jayesh.ddugky@gmail.com
BLOG: <http://avpmj.blogspot.com>

Certified **Master Trainer** by NIRD for DDU-GKY Project.

Certified **Yoga Trainer** by Gujarat State Yog Board.

Educational Qualification:

Sr.no	Exam	Board/Uni.	Result	Year Of Passing
1	PGDCA	S.P.University	Pass	2008
2	PGDIT	S.I.T.D	Pass	2007
3	B.A	S.P.University	Pass	2006

Working Experiences:

➤ **C. K Shah Vijapurwala Institute of Management, Vadodara**

Designation : Admin

Duration : 01/03/2020 to till date

➤ **Dr.Jivraj Mehta Institute of Technology, Anand**

Designation : Lab Technician (Computer Science & Engineering)

Duration : 04/10/2018 to 29/02/2020

➤ **CWSI (PMKVY Project), DJMIT Campus, Anand**

Designation : Sr.Officer

Duration : 04/04/2017 to 30/06/2018

Job Profile:

MIS, Staff Attendance, Data Entry (English & Gujarati), Documentation, SDMS (Skill Development Management System), BAS(Biometric Attendance System), Placement Portal Etc.

Good Coordination & Good Relation with Principal, Staff, Students & Parents

Computer training (theory & practical) & Computer added learning (CAL)

Troubleshoots malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.

Computer Hardware (Troubleshooting, PC Format, Software Installation)

Computer Software (System Software (Window xp/07/8.1, Linux, Ubuntu) (Application Software (MS Office Package, Open Office Package, LMS, Internet Etc.)

Relationship Management & Soft Skills

➤ **Center for Developing Entrepreneurship Skills and Knowledge. (DDU-GKY PROJECT) Anand.**

Designation : Computer Trainer

Duration : 23/01/2015 to 03/02/2017

Job Profile:

Computer training (theory & practical) & Computer added learning (CAL)

Troubleshoots malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.

Computer Hardware (Troubleshooting, PC Format, Software Installation)

Computer Software (System Software (Window xp/07/8.1, Linux, Ubuntu) (Application Software (MS Office Package, Open Office Package, LMS, Internet Etc.)

➤ **NIIT Ltd. (ICT@ SCHOOL PROJECT) Anand. (Gujarat)**

Designation : School Co-Ordinator (IT)

Duration : 23/07/2009 to 15/10/2014

Job Profile:

Monitoring (secondary & higher secondary school)

Coordinate established courses with technical and professional courses provided by community schools and designate training procedures.

MIS, Data Entry (English & Gujarati), Maintain Office Files etc.

Computer added learning (cal)

Teachers & students training & **women**'s empowering training

Troubleshoots malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.

Thanking You

Jayeshkumar P.Makwana