Amit Rana
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CURRICULUM VITAE

Career Objective

"I am passionate about building my career in a dynamic and forward-thinking organization where I can contribute as a Programmer, Computer Operator, and Personnel Assistant. I am eager to leverage my technical skills and abilities while embracing opportunities for continuous learning and professional growth. I am particularly interested in organizations that prioritize innovation, flexibility, and resourcefulness.

Furthermore, I am enthusiastic about contributing to the development and implementation of integrated natural resources data management systems, specializing in Remote Sensing and GIS. I am committed to providing services and consultancy tailored to specific user needs in this field, while also promoting wider usage of geo-spatial applications through the implementation of support systems and software. I am excited about the prospect of contributing to the success and growth of such an organization while making a positive impact in the field of geospatial technology."

Experience

1. Experience in SARH (**Society for Applied Research in Humanities**) to implementation of the **National Family Health Survey-3 in Himachal Pradesh by Ministry of Health and Family Welfare, Government of India** w.e.f. **June, 2006 to August, 2006**. The responsibilities may have included **data collection, survey administration, coordination with local authorities and stakeholders, data analysis, and reporting and this experience honed to skills in data management, analysis**, and report writing, which are valuable in various professional settings, especially within the field of public health and social research.

2. Providing the services as Computer Operator in **Bharat Sanchar Nigam Limited (BSNL)** for one year for IT operations and telecommunications, along with exposure to the specific systems and processes used within BSNL. Performing routine **backups and data recovery procedures, Assisting in troubleshooting and resolving technical issues, Handling data entry and processing tasks efficiently**, Collaborating with other team members to support various operational activities and Adhering to security protocols to protect sensitive information and systems.

3. Working as a Steno-cum-Assistant at **JayPee Group's - Jai Prakash Cement Division** for three months would have involved providing administrative support to the division. Assisting senior executives or managers with daily tasks such as scheduling appointments, managing correspondence, and organizing meetings. Taking dictation in shorthand and transcribing it into typewritten form. **Drafting and formatting documents, including letters, reports, and memos**. Maintaining filing systems and organizing documents for easy retrieval. Handling incoming and outgoing communications, including phone calls,

emails, and letters. Coordinating travel arrangements and preparing travel itineraries for executives. Managing office supplies and inventory. Assisting with other administrative tasks and projects as needed. This **experience makes valuable skills in office administration, time management, communication, and multitasking**.

4. Working as a Data Entry Operator at the **Society for Promotion of Biotechnology & Bio-business, Department of Environment, Science and Technology, Government of Himachal Pradesh**, from **March 2008 to January 2012**, would have involved handling various data-related tasks to support the department's activities in promoting biotechnology and bio-business in the region and **valuable skills in data entry, data management, and information processing, as well as exposure to the field of biotechnology and bio-business**. Entering data into computer systems from source documents or electronic files. Verifying accuracy and completeness of data by comparing it with source documents or other data sets. Organizing and maintaining **electronic and hard copy files and databases**. Performing regular data backups to ensure data integrity and security. **Generating reports, charts, and graphs based** on entered data as required. Assisting in data analysis and interpretation. Coordinating with other team members to ensure timely and accurate data entry and processing. Adhering to data entry procedures and standards to ensure consistency and accuracy. Providing administrative support to the department as needed.

5. Currently working as a Data Entry Operator cum **Personnel Assistant at the H.P. Council for Science, Technology and Environment, Government of Himachal Pradesh**, from **February 2012 to the present date**. A combination of data entry tasks and providing administrative support related to personnel matters within the organization. Entering data accurately and **efficiently into computer systems from various sources**. Organizing and **maintaining databases, records, and files related to personnel information**. Assisting in personnel administration tasks such as maintaining employee records, processing leave requests, and managing attendance records. Handling correspondence and communications related to personnel matters. **Coordinating meetings, appointments, and travel arrangements for personnel** within the organization. Assisting in the recruitment process by scheduling interviews, maintaining candidate records, and coordinating with hiring managers. The proficiency in data entry and administrative tasks, as well as ability to handle sensitive personnel information with confidentiality and professionalism.

6. Working on deputation basis in **Baddi Barotiwala Nalagarh Development Authority (BBNDA), Baddi** as a **Programmer,** focusing on the implementation of various IT initiatives such as E-office, GeM Portal, IT Cell, and other innovations aimed at developing the IT sector within BBNDA from **May 27, 2023, to November 30, 2023**. Developing and implementing **IT solutions to streamline administrative processes within BBNDA through the E-office initiative**. Facilitating the adoption and utilization of the **Government e-Marketplace (GeM) Portal** for procurement and other related activities. Establishing and managing an **IT Cell within BBNDA** to provide technical support, manage IT infrastructure, and address IT-related issues. Introducing innovative IT solutions to enhance efficiency, productivity, and transparency within BBNDA operations. Collaborating with internal stakeholders and external partners to ensure the successful implementation and adoption

of IT initiatives. Providing training and support to staff members on the use of IT systems and tools implemented as part of these initiatives. Conducting assessments and evaluations to measure the impact and effectiveness of IT initiatives on BBNDA's operations and overall development. These IT initiatives demonstrates expertise in programming, project management and developing the IT sector within BBNDA aligns with the organization's goals of leveraging technology for sustainable development and efficient governance.

7. Working in **Aryabhatta Geo-informatics & Space Application Centre (AGiSAC)** under the aegis of H.P. Council for Science Technology and Environment, Shimla. Involves facilitating decentralized planning and decision-making, monitoring and evaluating government schemes and programs using geospatial technology which includes to setting up an integrated natural resources data management system and providing services and consultancy tailored to **specific user needs in the field of Remote Sensing and Geographic Information Systems (GIS)**. Collaborating with various government departments to identify their requirements for geospatial data and analysis in decentralized planning and decision-making processes. Designing and implementing geospatial solutions to support monitoring and evaluation of government schemes and programs, ensuring efficient utilization of resources and effective outcomes. Developing and maintaining an integrated natural resources data management system to facilitate data sharing, analysis, and visualization for informed decision-making. Providing training and capacity-building workshops to government officials and stakeholders on the use of Remote Sensing and GIS technologies. Offering consultancy services to address specific user needs related to geospatial analysis, mapping, and data management. Promoting wider usage of geospatial applications through the development and deployment of support systems and software, ensuring accessibility and usability for end-users. In AGiSAC contributes significantly to enhancing the effectiveness and efficiency of government initiatives by leveraging geospatial technology for informed decision-making and sustainable resource management. It also demonstrates expertise in Remote Sensing, GIS, and geospatial data management, as well as commitment to supporting decentralized planning and governance processes.

Skills/Tools

Operating System Environments	Windows XP/2000/NT/ME/98/2008/2010/2011 or Windows Server
Domain Controllers	Windows/Linux
Database	Oracle (8,9), MS-Access on Diff. Environment
Other Servers	Web Server, Proxy Server, Networking
Package	Office 2000/XP/2003/2007/2016/2021 and Office 365, (MS-Word, MS-Access, MS-Excel)
Prog.Languages	C, C++,JAVA,ORACLE,FOXPRO,HTML
Designing Tools	Front-Page, Photoshop, Video Studio, GIF Maker & Macromedia Flash

- The implementation of the "**Indian Himalayas Climate Adaptation Programme (IHCAP)**" funded by the **Swiss Agency for Development and Cooperation (SDC), Switzerland**. This project likely focuses on addressing climate change impacts and enhancing adaptation measures in the Indian Himalayan region. This project demonstrates your commitment to addressing climate change challenges and your ability to work collaboratively to implement effective adaptation measures in vulnerable regions like the Indian Himalayas. It also highlights your experience in managing projects funded by international development agencies and your contribution to sustainable development efforts

  - Participating in project planning and strategy development to address climate change challenges in the Indian Himalayan region.

  - Collaborating with stakeholders, including government agencies, local communities, and non-governmental organizations, to implement adaptation measures.

  - Conducting research and assessments to understand the impacts of climate change on the region's ecosystems, communities, and economy.

  - Developing and implementing adaptation strategies and measures to enhance resilience to climate change impacts.

  - Facilitating capacity-building initiatives to empower local communities and institutions to address climate change challenges effectively.

  - Monitoring and evaluating project activities to assess their effectiveness and impact on climate resilience in the Indian Himalayan region.

  - Reporting on project progress and outcomes to funders and stakeholders, including the Swiss Agency for Development and Cooperation.

- Implementation of various projects and training programme in **Aryabhatta Geo-informatics & Space Application Centre (AGiSAC), H.P. State Biodiversity Board, H.P. State climate Change Centre and H.P. State Wetland Authority** under the agies of H.P. Council for Science, Technology and Technology, Shimla.

- Industrial Training in Operator the Oracle8i.

- Minor Project on Population System Oracle 8i

- Staff training at HIPA.

Professional:

- One Years Diploma **(Information Technology)** from **Softbrain (Institute of Management Hardware/Software Computer Education, Shimla** having percentage

85% in year 2005.
- Six Months Diploma in **Typewriting** from **M/S Prakash Typewriters Shimla (40 W.P.M.).**
- Certificate Course on "**Advance Digital Marketing and Chat GPT**" from Institute for Design of Electrical Measuring Instruments, MSME Technology Centre, GoI.

Academic Qualification:

- 10th from H.P.B.S.E. Dharamshala (55%).
- 12th (Non-Medical) (55%).
- Bachelor of Computer Application (BCA).

Languages Known

English, Hindi

Personal Information

Name	:	Amit Rana
Father's Name	:	Sh. Rai Singh Rana
Date of Birth	:	09th August, 1986
Marital Status	:	Married
Permanent Address	:	Amit Rana S/o Sh. Rai Singh Rana Vill-Gharbher, P.O-Bari-Kalan, Teh-Khundian Distt-Kangra, Pin-176055 (H.P)
Correspondence Address	:	**Amit Rana S/o Sh. Rai Singh Rana** **Shanti Bhawan, Near Partwarkhana, Lower** **Panthaghati, Kasumpti, Shimla Pin-171009 (H.P)**

DECLARATION:

I here by declare that above information are true to the best of my knowledge & belief.

Signature