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| E-mail: | surajofficial2019@gmail.com | | | Phone:8119812206 |  |
| Address: Mendipathar, New colony, North Garo Hills, Meghalaya | | | | |  |
| **PERSONAL PROFILE:** | | |  |  |  |
| **Name** |  | : | | SURAJ HAJONG |  |
| **Father’s Name** | | : | | MANOJ HAJONG |  |
| **Date of Birth** | | : | | 16TH AUGUST 1990 |  |
| **Gender** |  | **:** | | Male |  |
| **Nationality** | | **:** | | Indian |  |
| **Marital Status** | | **:** | | Single |  |
| **Religion** | | **:** | | Hinduism |  |
| **Passport No** | | **:** | | N1445309 |  |
|  |  |  |  |  |  |
|  |  |  |  | **WORK EXPERIENCE** |  |
|  |  |  | | |  |
|  |  | **Data Management Assistant** | | | **Period** |
|  | | | | |  |
| Worked at Meghalaya Co-Operative Apex Bank Ltd for Co-operative | | | | | October 2013- July 2014 |
| Core Banking Solution Project. CCBS is a browser based application | | | | |  |
| with central database repository | | | |  |  |
|  |  |  | | |  |
|  |  | **Operation Assistant** | | |  |
|  | | | | |  |
| Worked at Public Health Engineering for E-procurement Project for | | | | | August 2014-November 2014 |
| Tender Uploading. The Tender Management Software helps buyers and | | | | |  |
| suppliers to reduce the cycle time, unnecessary paper | | | | |  |
|  |  |  | | |  |
|  |  | **Operation Manager** | | |  |
|  | | | | |  |
| Worked at Accountant General & Audit (Assam), Ministry of Steel(New | | | | |  |
| Delhi), | Akashvani | Bhawan (New Delhi), Economic Adviser (New | | | December 2015-August 2016 |
| Delhi) for the implementation of Comprehensive DDO which handle | | | | |  |
| Salary update, Income tax, Advances, Loan, GPF, Arrear | | | | |  |
|  |  |  | | |  |
|  |  | **Operation Manager** | | |  |
|  | | | | |  |
| Working under MoF central Govt project for the implementation of | | | | |  |
| Public Financial Management System under taken by Nelito System Ltd. | | | | |  |
| From State level to the village level for troubleshooting, management | | | | | September 2016-October 2017 |
| and training for | | issues related to | | enrollment of Agencies, DSC |  |

enrollment, Data Approver and Data Operator creation and UC management, EAT modulating

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| --- | --- | --- | --- | --- | --- |
| **Technical Assistant** | |  |  |  |  |
|  |  |  |  |  |  |
| Directorate of Social Welfare |  |  | November 2017-Present | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **EDUCATION QUALIFICATION** | |  |  |  |
| **School/Institution** | **Exam Passed** | **Year of Passing** | **Percentage** | **Division** |  |
|  |  |  |  |  |  |
| Dilma Apal Secondary School | Senior Secondary | 2008 | 55 | II |  |
|  | Leaving Certificate |  |  |  |  |
| Shillong Polytechnic | Diploma in |  |  | II |  |
|  | Electronics & | 2014 | 59.47 |  |  |
|  | Telecommunication |  |  |  |  |
|  | Engineering |  |  |  |  |
|  |  |  |  |  |  |
| IGNOU | Bachelor in Arts | 2019 | 50 | II |  |
|  |  |  |  |  |  |



**INTERESTS**

Cooking, Listening to Music, etc

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Write** | **Speak** | **Read** |
|  |  |  |  |
| English | Yes | Yes | Yes |
|  |  |  |  |
| Hindi | Yes | Yes | Yes |
|  |  |  |  |
| Hajong | Yes | Yes | Yes |
|  |  |  |  |
| Assamese | No | Yes | Yes |
|  |  |  |  |
| Bengali | No | Yes | Yes |
|  |  |  |  |
| Garo | Yes | Yes | Yes |
|  |  |  |  |

**ADDITIONAL QUALIFICATION**

Video Audio Mixing and Editing by Computer

SQL SERVER Configuration

Online Data Entry

**12 Month Computer Course including**. ·

MS Word

Ms Excel

Ms PowerPoint

Photoshop

Pagemaker

Corel Draw

MS-Access

Software Installation

Windows Troubleshooting

Paint



**DECLARATION**

I, the undersigned certify that to the best of best of knowledge and belief, The Resume correctly describes my qualification and myself. ‘

Place: Shillong **Your Name**

***Suraj Hajong***