## **MUTIUR REHMAN**

New Delhi, India 110025 +91-9871629843 sahilaryanrehman@gmail.com

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take onadded responsibilities to meet team goals.

#### PROFESSIONAL EXPERIENCE

#### PRATHAM INFOTECH FOUNDATION

**Operations Lead-Coding Club** 

**GURUGRAM & BENGALURU, INDIA** 

December 2021–Till Date

- Program Implementation
- Program Monitoring
- Field Visit & Monitoring
- Program Reporting & Documentation
- Internal and External Coordinating
- Donor Obligations
- Budgeting
- Capacity Building

#### NIIT FOUNDATION

Master Trainer (Program: N-Reach and CISCO NETACAD)

#### NEW DELHI, INDIA

March 2019–November 2021

- Training Lead of N-Reach- NIIT Foundation Curriculum for Partners.
- Training Lead of N-Reach- Net-a-cad Curriculum for Partners.
- Recruitment, Training and Mentoring of Trainers for N-ReachPartners.
- Internal and ExternalCoordination with Partner Trainers about CompanyPolicies, Requirements and Performances Strategies.
- Training Effectiveness & Performance Monitoring.
- Training Analysis, Students Outcomes and Course Delivery Metrics.
- Training, Assessment & Curriculum Support for N-Reach.

ICA EDU SKILLS PVT LTD Vocational Trainer - IT (Program: NSQF)	<b>NEW DELHI, INDIA</b> November 2015–Febuary 2019
<ul> <li>Vocational Trainer of L1-L4 for NSQF</li> <li>Internal and External Coordination for Monthly Guest Lecture and Q</li> <li>Assessment, Grading &amp; Documentation for Trainees.</li> <li>Monitoring and Reporting of Program</li> </ul>	Quarterly Industry Visit.
EDUCATION	
JAMIAMILLIA ISLAMIA (JMI) Bachelor of Technology in Computer Engineering, July 2014	NEW DELHI, INDIA
JAMIA SR SEC SCHOOL( JMI ) XII , July 2008	NEW DELHI, INDIA
JAMIA SR SEC SCHOOL (JMI) X , July 2006	NEW DELHI, INDIA
CERTIFICATIONS	
CISCO NETWORKING ACADEMY	NEW DELHI, INDIA
<ul> <li>CCNAv7: Enterprise Networking, Security, and Automation</li> <li>CCNAv7: Switching, Routing, and Wireless Essentials</li> <li>CCNAv7: Introduction to Networks</li> </ul>	

- Networking Essentials
- IT Essentials: PC Hardware and Software
- CCNAv7: Bridging



## ICA EDU SKILLS Pvt. Ltd.

(Formerly known as ICA INFOTECH Pvt. Ltd.)

27, Netaji Subhas Road, 4th & 5th Floor, Kolkata- 700 001, West Bengal, Tel : 033 4000 6000 Fax : 033 2231 5556, E-mail : crm@icagroup.in | Website : www.icajobguarantee.com CIN : U72200WB1999PTC090542



ICA/EXP/731

Date-19-July-2019

#### To Whom It May Concern

This is to certify that **Mr. Mutiur Rehman** was associated with our company as **"Vocational Teacher"** from **02-November-2015** to **15-February-2019**.

We wish Mr. Mutiur Rehman Best of Luck in all his future endeavours.

For ICA Edu Skills Pvt Ltd.



Ms Seema Ghose Sr. Vice President | HRM & Training |



Date: 25<sup>th</sup> August, 2022

#### To Whomsoever It May Concern

Name:Mutiur RehmanEmployee code:201029

This is to certify that **Mr. Mutiur Rehman** was working with NIIT FOUNDATION – Kalkaji, Delhi from **25<sup>th</sup> March**, **2019** to **15<sup>th</sup> November**, **2021** as **Senior Executive (Role: Master Trainer**-

Nreach). We wish him all the best for all his future endeavors.

Regards,

Authorized Signatory



Digitally signed by CHARU KAPOOR Date: 2021.08.27 08:29:03 +05'30'



78/A Kurla Kamgar Nagar CHSL S.G.Barve Marg,Kurla (E) Mumbai-400 024 E-Mail :hr@pif.org.in Phone: 022–2522 0589 022-25221473

Name:Mr.Mutiur RehmanAddress:A-185- First Floor- Thokar No-6- Shaheen Bagh- New<br/>Delhi-110025PAN No:BEWPR3259HEmployee No:EMP5524

#### **APPOINTMENT LETTER FOR EMPLOYMENT**

Pratham InfoTech Foundation is pleased to appoint you as "**Operation Lead**" for our organization. Your appointment is formalised based on the below terms & conditions:

- 1. The appointment will be from **(02/12/2022)**. Your entitlements and service conditions will be as per the rules and regulations of the organization policies.
- 2. However, the validity of this letter will be as per our financial year i.e from 1st April 2022 to 31st March 2023 and later based on the project continuity we will extend your appointment.
- 3. Your monthly Compensation (CTC) will be **65000**. Also this Salary may or may not be raised at the discretion of the organization and will be subject to deduction of Income Tax, Provident Fund contributions/ESIC (if applicable) and other recoveries as required by law, if applicable. Local travels during your services are included in your CTC.
- 4. Your Job location will be (Gurugram), however based on the job requirement you might have to travel at other locations within India as well as abroad.
- 5. This Letter is terminable with giving proper reasons in case of misrepresentation, fraud, moral turpitude, violation of policy against sexual harassment or child protection policy, etc. (15 days prior notice will be given.)
- 6. Your appointment will be valid until the project is live. With the closure of the project/program your appointment stands null and void.
- 7. The organization reserves the right to amend or alter the job description from time to time in order to suit the requirements.
- 8. In case an employee has not serve notice period/absconding from the services employer has full right to hold his/her full and final settlement.
- 9. All intellectual property created or contributed to, directly or indirectly, solely or jointly with others during the employment shall be the property of the Organization.
- 10. While rendering the services, you may be privy to confidential information and agree not to disclose this information to any person during or after the term of his/her service. You also have to agree to return all data (in any form), in your possession and also destroy all copies of digital data as may be available with you and not use the same for any purpose except as duly authorised by the organization.
- 11. You cannot take any other job while in service with us, if need be you should get a prior approval from the management and should follow proper process as per the policy.
- 12. You will have to work for minimum 8 -9 hours from Monday to Saturday. The timings will be decided as per the job requirement by the immediate reporting authorities.
- 13. Daily marking attendance is compulsory as the salary will be linked with the attendance app.
- 14. If an employee resigned he/she has to give minimum 2 months notice and full & final settlement will be done only on completion of 3 months.
- 15. Leave policy has been explained properly during the joining process and I agree to the policy guidelines.

16. In case of leaves prior approval is required by the immediate reporting authority. Also except National holidays if there are a continuously leaves then full weekend will be counted for deduction if a person doesn't join on either Friday or Monday.

17. If a training is planned for an employee his/her attendance is mandatory.

18. You must follow all rules and regulations as per the organization policies.

#### For and on behalf of

Pratham InfoTech Foundation,



(Authorized Signatory)

#### **Declaration**

I, hereby declare that all records, documents and information I have furnished to the Organization at the time of joining are true and correct and nothing material has been concealed.

I also declare that no legal and/or criminal case is pending against me before any court/investigating agencies. I, further inform that I have never been found guilty/convicted of any legal offense and/or crime by any court of law in the past.

I have been made aware of, carefully read and understood the details of this letter, and the organization policies including policy against sexual harassment, child protection policy and fraud & misrepresentation policy and guidelines (code of conduct, attendance policy, timings and leave, travel and reimbursement) etc. and I have got the same translated and explained to me in my vernacular language by the organization and by independent sources. I agree that during my employment, all new policies and modifications in existing policies shall apply to my services.

As a token of my acceptance, I have signed duplicate of this letter as acknowledgement.



(Signature Employee)



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# جامعه مليه اسلاميه - جامعه نگر - نئ دهلى

JAMIA MILLIA ISLAMIA, NÉW DELHI No. 0323696 (A Central University by an Act of Parliament)

STATEMENT OF MARKS

REF.(2) XIIS08-155 SENIOR SCHOOL CERT. (CLASS XII) EXAMINATION 2008

MUTIUR REHMAN FATHER'S NAME QAMAR HUSSAIN NAME

ENROLMENT NO. CATEGORY ROLL NO. 06- 188 REGULAR 08-T 858

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PASSED

RESULT / REMARKS

NOTE : Marks in the Paper/Subject in which a candidate has failed are encircled.

PREPARED BY M. ANSARI PASS PERCENTAGE

CHECKED BY

ASSTT. CONTROLLER OF EXAMINATIONS.

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**DIVISION PERCENTAGE (%)** 

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**GRAND TOTAL (AGGREGATE)** 

FIRST

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JAMIA MILLIA ISLAMIA, NEW DELHI (A Central University by an Act of Parliament)

Statement of Grade(s)

REFICES8514R-68C

B.TECH. COMPUTER ENGG. SEMESTER-VIII (FINAL) EXAMINATION 2014

NAME MUTIUR REHMAN FATHER'S NAME:QAMAR HUSSAIN ROLL NO. ENROLMENT NO. CATEGORY 09-CSS-47 06-188

REGULAR

(See details overleaf)

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RESULT/ REMARKS						

(OFFICE STAMP)



Ministry of Health & Family Welfare Government of India

### **Certificate for COVID-19 Vaccination**

#### Issued in India by Ministry of Health & Family Welfare, Govt. of India

Certificate ID 34101916376

#### **Beneficiary Details**

Beneficiary Name / लाभार्थी का नाम	Mutiur Rehman
Age / उम्र	30
Gender / लिंग	Male
ID Verified /  पहचान पत्र सत्यापित	Aadhaar # XXXXXXXX7313
Unique Health ID (UHID)	43-3057-6730-8689
Beneficiary Reference ID	46314725242030
Vaccination Status / टीकाकरण की स्थिति	Fully Vaccinated (2 Doses)

#### **Vaccination Details**

Vaccinated By /	टीका लगाने वाले का नाम
Vaccination At /	टीकाकरण का स्थान

NIANGTHIANNEM GGSSS-1925345 Jasola Vill. S-2, South East Delhi, Delhi

Dose Number	Date of Dose	Vaccine Name	Batch Number	Vaccine Type	Manufacturer
खुराक की संख्या	खुराक की तारीख	वैक्सीन का नाम	बैच संख्या	टीका का प्रकार	उत्पादक
1/2	25 May 2021	COVISHIELD	4121Z077	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India
2/2	17 Aug 2021	COVISHIELD	4121Z166	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India



"दवाई भी और कड़ाई भी। Together, India will defeat COVID-19" - प्रधानमंत्री नरेंद्र मोदी

In case of any adverse events, kindly contact the nearest Public Health Center/ Healthcare Worker/District Immunization Officer/State **Helpline No. 1075** 

टीकाकरण पश्चात किसी प्रतिकूल घटना के होने पर नज़दीकी स्वास्थ्य केंद्र/स्वास्थ्य कर्मी/जिला टीकाकरण अधिकारी/राज्य हेल्प लाइन 1075 पर सम्पर्क करें



