

# 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 on added responsibilities to meet team goals.

## **PROFESSIONAL EXPERIENCE**

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### **PRATHAM INFOTECH FOUNDATION**

*Operations Lead-Coding Club*

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

### **GURUGRAM & BENGALURU, INDIA**

*December 2021–Till Date*

### **NIIT FOUNDATION**

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

- 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-Reach Partners.
- Internal and External Coordination with Partner Trainers about Company Policies, Requirements and Performances Strategies.
- Training Effectiveness & Performance Monitoring.
- Training Analysis, Students Outcomes and Course Delivery Metrics.
- Training, Assessment & Curriculum Support for N-Reach.

### **NEW DELHI, INDIA**

*March 2019–November 2021*

**ICA EDU SKILLS PVT LTD**  
*Vocational Trainer - IT (Program: NSQF)*

**NEW DELHI, INDIA**  
*November 2015–February 2019*

- Vocational Trainer of L1-L4 for NSQF
- Internal and External Coordination for Monthly Guest Lecture and Quarterly Industry Visit.
- Assessment, Grading & Documentation for Trainees.
- Monitoring and Reporting of Program

## **EDUCATION**

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**JAMIAMILLIA ISLAMIA (JMI)** **NEW DELHI, INDIA**  
*Bachelor of Technology in Computer Engineering, July 2014*

**JAMIA SR SEC SCHOOL ( JMI )** **NEW DELHI, INDIA**  
*XII , July 2008*

**JAMIA SR SEC SCHOOL ( JMI )** **NEW DELHI, INDIA**  
*X , July 2006*

## **CERTIFICATIONS**

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**CISCO NETWORKING ACADEMY** **NEW DELHI, INDIA**

- *CCNAv7: Enterprise Networking, Security, and Automation*
- *CCNAv7: Switching, Routing, and Wireless Essentials*
- *CCNAv7: Introduction to Networks*
- *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](mailto:crm@icagroup.in) | Website : [www.icajobguarantee.com](http://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**

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

To Whomsoever It May Concern

Name : Mutiur Rehman  
Employee 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'

**Name:** Mr.Mutiur Rehman  
**Address:** A-185- First Floor- Thokar No-6- Shaheen Bagh- New  
Delhi-110025  
**PAN No:** BEWPR3259H  
**Employee 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)**

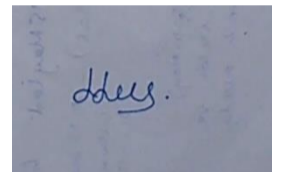
**Declaration**

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.

A rectangular area containing a handwritten signature in blue ink. The signature is cursive and appears to be 'Ddey'.

**(Signature Employee)**



DL1069550637416

फाइल नं. / File No.

पुराने पासपोर्ट का नं. और उसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

PIN:110025,DELHI,INDIA

SHAHEEN BAGH,DELHI

A-185,F/F,ST NO 6,ABUL FAZAL ENCLAVE PART-II

पता / Address

पति या पत्नी का नाम / Name of Spouse

PARVEEN BANO

माता का नाम / Name of Mother

QAMAR HUSSAIN

पिता / पालक अभिभावक का नाम / Name of Father / Legal Guardian

N6168753



विविध सेवा / MISCELLANEOUS SERVICE

Blank lines for miscellaneous service entry

टिप्पणी / OBSERVATION

Blank lines for observation entry



भारत गणराज्य REPUBLIC OF INDIA

इसके द्वारा, भारत गणराज्य के राष्ट्रपति के नाम पर, उन सभी से जिनका इससे संबंध हो, अनुरोध एवं अपेक्षा की जाती है कि वे धार्मिक को बिना किसी रोक-टोक के स्वातंत्र्य रूप से आने-जाने दें, और उसे हर तरह की ऐसी सहायता और सुरक्षा प्रदान करें जिसकी उसे आवश्यकता हो।

THESE ARE TO REQUEST AND REQUIRE IN THE NAME OF THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE WHOM IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER, EVERY ASSISTANCE AND PROTECTION OF WHICH HE OR SHE MAY STAND IN NEED.

भारत गणराज्य के राष्ट्रपति के आदेश से  
BY ORDER OF THE PRESIDENT  
OF THE REPUBLIC OF INDIA



*Dr. Aman Puri*  
(DR. AMAN PURI)  
भारत गणराज्य के राष्ट्रपति के आदेश से  
Regional Passport Officer  
भारत गणराज्य के राष्ट्रपति के आदेश से  
Regional Passport Office  
New Delhi

पासपोर्ट  
PASSPORT



सत्यमेव जयते

भारत गणराज्य  
REPUBLIC OF INDIA





جامعہ ملیہ اسلامیہ - جامعہ نگر - نئی دہلی  
**JAMIA MILLIA ISLAMIA, NEW DELHI**  
 (A Central University by an Act of Parliament)

No. 0323696


**STATEMENT OF MARKS**  
 SENIOR SCHOOL CERT. (CLASS XII) EXAMINATION 2008

REF. (2) XIIS08-155

NAME **MUTIUR REHMAN** FATHER'S NAME **QAMAR HUSSAIN**  
 ROLL NO. **08-T 858** ENROLMENT NO. **06- 188** CATEGORY **REGULAR**

SUBJECT(S) / PAPER(S)	THEORY		SW.		PR.		TOTAL	
	M.O.	M.M.	M.O.	M.M.	M.O.	M.M.	M.O.	M.M.
<b>SCIENCE GROUP</b>								
ENGLISH	49	100	--	--			49	100
PHYSICS	42	70	--	--	23	30	65	100
CHEMISTRY	31	70	--	--	29	30	60	100
MATHEMATICS	60	100	--	--			60	100
COMPUTER SC.	42	70	--	--	27	30	69	100
<b>GRAND TOTAL (AGGREGATE)</b>							<b>303</b>	<b>500</b>
<b>RESULT / REMARKS</b>		<b>PASSED</b>			<b>DIVISION</b>			
					<b>FIRST</b>			

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

PREPARED BY **M. ANSARI** CHECKED BY  ASSTT. CONTROLLER OF EXAMINATIONS. 

**PASS PERCENTAGE**  
 CS TP SW PR W TS AG  
 -- 33 -- 33 -- 33 33

**DIVISION PERCENTAGE (%)**

Ist with Distinction | II | III  
 75 60 48 33



DATE **09.05.2008**

(OFFICE STAMP)

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جامعہ ملیہ اسلامیہ - جامعہ نگر - نئی دہلی  
JAMIA MILLIA ISLAMIA, NEW DELHI

No. 0267870

( A Central University by an Act of Parliament )

STATEMENT OF MARKS

REF. X06R-194

SECONDARY SCHOOL CERTIFICATE (CLASS X) EXAMINATION 2006

NAME MUTIUR REHMAN FATHER'S NAME QAMAR HUSSAIN

ROLL NO. 06-M 199 ENROLMENT NO. 06- 188 CATEGORY REGULAR

SUBJECT(S) / PAPER(S)	THEORY		SW.		PR.		TOTAL	
	M.O	M.M	M.O	M.M	M.O	M.M	M.O	M.M
ISLAMIAT	70	100	--	--			70	100
ADV. URDU	63	100	--	--			63	100
HINDI-B	45	100	--	--			45	100
ENGLISH-COMMUNICATIVE	54	100	--	--			54	100
MATHEMATICS	72	100	--	--			72	100
SCIENCE & TECHNOLOGY	55	75	--	--	23	25	78	100
SOCIAL SC.	78	100	--	--			78	100
GRAND TOTAL (AGGREGATE)	-----						460	700
RESULT / REMARKS	PASSED		DIVISION FIRST					

NOTE : Marks in the Paper/Subject in which a candidate has failed are encircled or marked F DATE OF BIRTH 05/03/91

PREPARED BY M. ANSARI

CHECKED BY

(Date of Birth:FIFTH MARCH NINETEEN HUNDRED NINETY ONE)

ABBREVIATION CODE

PASS PERCENTAGE

F = Fail	CS	TP	SW	PR	W	TS	AG
D = Distinction	--	--	--	--	--	33	33
GM = Grace Mark (s)							
C = Compartment							

DIVISION PERCENTAGE (%)

SW = Sessional Work	Ist with Distinction	I	II	III
IA = Internal Assessment				
TP = Theory Paper				
W = Viva Voce				
PR = Practical	75	60	48	33
TS = Total of Subject				
AG = Aggregate				

- CS = Compulsory Subject/Paper
- M.O. = Marks Obtained
- M.M. = Maximum Marks
- U = Unfairmeans

ASSTT. CONTROLLER OF EXAMINATIONS.



DATE 24.05.2006

(PLEASE TURN OVER)



جامعہ ملیہ اسلامیہ - جامعہ نگر - نئی دہلی

No.0052225

JAMIA MILLIA ISLAMIA, NEW DELHI

(A Central University by an Act of Parliament)

Statement of Grade(s)

REF. CS8914R-68C

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

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

Table with columns: COURSE NO., TITLE, THEORY (CREDITS, GRADE), PRACTICAL (CREDITS, GRADE). Rows include CEN802-805, CEN891-892, SPI SEM-I-III, and a final row for RESULT/PASSED, DIVISION/SECOND, and POSITION.

Note : N denotes "not appeared or absent. F Grade in a course shows that the candidate has failed in that course. U denotes "Unfair means"

Prepared by.....M.....ANSARI

Checked by.....[Signature].....



ASSTT. CONTROLLER OF EXAMINATIONS

DATE OF RESULT: 14.07.2014
DATE OF ISSUE: 26 MAR 2015

PASSED AS405\_CEN304 IN 2014

(OFFICE STAMP)

(See details overleaf)



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	NIANGTHIANNEM
Vaccination At / टीकाकरण का स्थान	GGSS-1925345 Jasola Vill. S-2, South East Delhi, Delhi

Dose Number खुराक की संख्या	Date of Dose खुराक की तारीख	Vaccine Name वैक्सीन का नाम	Batch Number बैच संख्या	Vaccine Type टीका का प्रकार	Manufacturer 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

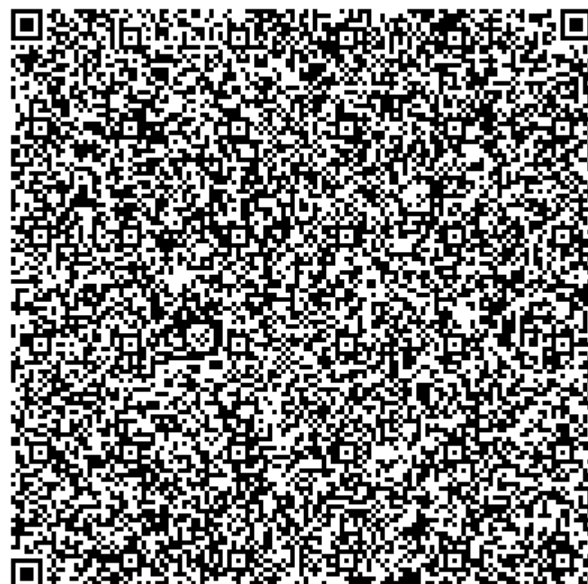


“दवाई भी और कड़ाई भी।  
Together, India will defeat  
COVID-19”  
- प्रधानमंत्री नरेंद्र मोदी

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 नजदीकी स्वास्थ्य केंद्र/स्वास्थ्य कर्मी/जिला टीकाकरण  
अधिकारी/राज्य हेल्प लाइन 1075 पर सम्पर्क करें

**COWIN**  
Winning Over COVID



This certificate can be verified by scanning the QR code at  
<http://verify.cowin.gov.in>