Staff Profile

Name:	Mr. Khubchand Verma
Designation:	Administrative Assistant
Experience:	10 Years
Contact No:	9713458100
Email-id:	khubchandverma@iuraipur.edu.in

Educational Qualification:

- B.A., Pt. Ravishankar Shukla University, Raipur (C.G.).

- Post Graduate Diploma in Computer Application, Dr. C.V. Raman University, Bilaspur (C.G.).

Computer Skill:

- Knowledge of MS Office, Data Entry.

Role & Responsibilities:

- Keep record maintain of Students.

Experience:

- Data Entry Operator in Sewa Sahkari Samiti, Limtara, Durg (C.G.) from 18/10/2012 to 30/04/2013 & 01/10/201 to 30/04/2014.
- Computer Operator cum Clerk in Mother Teresa College of Nursing, Kumhari Durg (C.G.) from 12/08/2015 to 04/12/2021.
- Computer Operator in Sandipani Academy (Nursing College), Achhoti, Durg (C.G.) from 07/12/2021 to 28/11/2024.

Skill: English Typing, Hindi Typing.

Award: Best Performance award for Outstanding Performance (Academic year 2017-18).