

Mr. Anish Kumar Executive Assistant Internal Quality Assurance Cell Adamas University Mobile: +91 91233 58717

Email: anish1.kumar@riceindia.org

Mr. Anish Kumar joined as an Executive Assistant in the School of Medical Sciences under Adamas University on 27th September 2021. At present he is working as an Executive Assistant at Internal Quality Assurance Cell (IQAC) from 01st November 2023.

He completed his B. Sc. from Ramakrishna Mission Vivekananda Centenary College, Rahara under West Bengal State University, Barasat in 2015. After that, he completed Diploma in Electrical Engineering from The Calcutta Technical School under West Bengal State Council of Technical Education in 2018. He also completed Diploma in Information Technology from Youth Computer Training Centre under Government of West Bengal in 2013.

He was assigned to various administrative responsibilities from the beginning of his tenure at School of Medical Sciences (SoMS) under Adamas University. He has worked as a dean's assistant, taken the responsibility of various work such as students registration process, accounts related works, purchase procedure and other responsibilities related to the school and university. Presently he is assigned to various administrative responsibilities at Internal Quality Assurance Cell (IQAC) under Adamas University.

He is a learner and hard-working person who can work easily as a member of a team.