**RESUME**

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| No  7361  Rajesh copy |

***RAJESH***

[***RAJESH.281185@2freemail.com***](mailto:RAJESH.281185@2freemail.com)

***TITLE: Admin officer/Admin Clerk/HR Assist/Office Assist***

***OBJECTIVE***

***Seeking a challenging career in an esteemed organization where I can deliver the highest standards of performance by utilizing my experience with technical, logical and Problem solving skills.***

## WORK EXPERIENCE:

* ***Presently working in RO Plant*** project, Fujairah -UAE on behalf of Danway Electrical & Mechanical Engineering LLC under ACCIONA Spanish Engineering group, as Administration Assist.
* One year worked in AL-HOSAN Shah Gas plant, Abu Dhabi-UAE project on behalf of Danway Electrical & Mechanical Engineering LLC under Samsung engineering group since April 2013 as Administration Assistant/Office Assistant**.**
* ***Three years worked as office Assistant in J.L Rohatgi Hospital and Rohatgi Institute of Medical Science Hospital Kanpur (U.P).***

***JOB RESPONSIBILITIES:***

* ***Lookout all type Administrative Activities.***
* ***Maintain passport related activities & employees leave schedule etc.***
* ***Lookout Day to day activities like attendance and vehicle movement.***
* ***Checking timesheet & vehicle logbook.***
* ***Make all type of petty cash statement & keep records up-to-date.***
* ***Make Daily, Weekly & Monthly Dock Entry Passes.***
* ***Arrange staff welfare facilities at Office & Employees accommodation.***
* ***Attending the visitors on arrival & making them to meet the concerned person***
* ***Welcoming the Guests / Delegates coming in the office, trying to make them comfortable by   
  making the necessary arrangements***
* ***Assisting the HR department in completing the joining formalities of an employee by issuing him   
  the Joining Kit containing Stationery (as per seniority) Holiday List, Writing Pad, Account Opening***
* ***Maintaining the Medical Cards of the employees, asking the newly joined employee to meet the   
  company doctor.***
* ***Maintaining the record of the Stationery, updating its stock on regular basis, issuing the stationery  to the employees as required etc.***
* ***Maintaining the Record of the courier (Inward / Outward) , looking after the dispatch & receiving of the courier (Local / International) & distributing them to the concerned department or person.***
* ***Submitting the Bills (Courier, Stationery, Vendor etc) from time to time to the accounts department for payment.***
* ***Maintaining the Files, Receipts, and Bills at the reception.***
* ***Maintaining the Attendance Muster, adding the name of the new joinee in the muster, removing the name of the left employee from the muster, seeing to it that the employee sign the muster   
  regularly.***

***EDUCATIONAL PROFILE:***

* ***Bachelor Degree in Arts Group (Economics) -University of Kerala – India.***

### *COMPUTER SKILLS:*

* ***PGDCA- Post Graduate Diploma in Computer Application.Govt: of India.***

***TECHNICAL QUALIFICATION:***

* ***Diploma in Fire & Safety Engineering.***

***(National Institute of Fire & Safety Engineering, Cochin-India.)***

***PERSOAL PROFILE:***

***Sex : Male.***

***Date of Birth : 11-05-1983***

***Age : 30***

***Religion : Hindu***

***Nationality : Indian***

***Languages Known : English, Hindi, Tamil and Malayalam.***

***Marital Status : Married***

***Blood Group : A+ve***

***DECLARATION***

***I hereby declare that the information furnished above is true to the best of my knowledge & belief. Hope you will consider my candidature and give me an opportunity to serve your esteemed organization.***