**CURRICULUM VITAE**

Rajendra

Rajendra.365144@2freemail.com

**CAREER OBJECTIVE:**

To work in the most challenging environment in any industry where I can work independently & utilize all my experience & skills for the overall growth of the organization for which i will be an asset.

**EDUCATION & TRAINING:-**

► Bachelor of Arts from Rajasthan University, Jaipur,.

► Senior Secondary from Rajasthan Board, Ajmer.

► Secondary from Rajasthan Board, Ajmer.

**COMPUTER PROFICIENCY:-**

► Platforms : Windows, XP

► Applications : MS Office, Tally ERP 9

► Computer Course & RS-CIT Course

**EXPERIENCE:-**

1. Designation : Officer (Personnel & Admin)

Company Name: - **Mayur Uniquoters Ltd.( Textile Division)**

 **(Manufacturers of Knitted Fabric & Synthetic Leather / PVC Vinyl)**

Period: - from 06.03.2013 to till date.

1. Designation : Asst. Officer

Company Name : **HITACHI METGLASS (INDIA) PVT. LTD.**

**(Manufacturers of magnetic core products for Power Electronics)**

Period : May 2012 to Dec 2012

**JOB PROFILE:-**

**Payroll operations**

► Master details updation and employee code creation of new joinees

► Daily Over Time, C-Off, Leave updation of permanent employees

**Attendance Monitoring**

► Daily monitoring of attendance and deviation report forwarded to respective departmental head for corrective action

► Taking care of issues related to Attendance Card(Punching Card)

**MIS Reports**

► Preparation daily manpower reports

 ► Leave status reports as per requirements.

**General Admin & Welfare Activities**

► Housekeeping & Gardening activities organizing cleanliness of complete factory premises, Departments.

► Ensuring proper water supply, storage and distribution, storage arrangement & dispensary, ensuring

**Other Function**

► Planning and managing the domestic & Export Document Dispatches keeping compliance with ERP & online system.

 ► Communication & Interaction with Domestics Buyers through telephone / Email / Fax.

► All types of Dispatch documentations like. Invoice, taxes form, Sample etc.

► Efficiently managing the inventory Manpower system to maximize productivity.

 ► Arrangement of transport.

► Knowledge of Export Document dispatch.

**Area of competence/skills:-**

► Personnel & Admin Function.

► To work under pressure.

► Dispatch Function.

► Transportation.

► Co-ordination with other departments.

**Commercial Functions:-**

► Monthaly Passing Hotels & General Expences Bills.

► Preparing MIS report for management.

► Approval of passing monthly bills transport.

**PERSONAL INFORMATION:-**

Date of Birth : 10-08-1991

Father Name : SHRI. LALU RAM KUMAWAT

Marital Status : Unmarried.

Languages : English, Hindi

**Hobbies:-**

► Playing Cricket, Listening to music, Reading Newspaper.

**Date :**