**CURRICULUM VITAE**



**Rajkumar**

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**Career Summary**

More than **20 years** experience in Administration, Production, Engineering and Marketing Departments as Secretary.

**Objective**

To work in a challenging and growth oriented environment that extracts the best of my potential and provides ample scope of knowledge for continuous learning and growth.

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| **Personal Profile** |  |  |
| Date of Birth | **:** | 10.12.1963 |
| Marital Status | **:** | Married |
| Languages know to Read/ | **:** | English, Hindi & Malayalam |
| Write/Speak |  |  |

**Educational Qualification**

* Passed B.Com.
* Passed Pre-Degree.
* Passed S.S.L.C.

**Technical Qualification**

* Diploma in Computer Application, Hardware and Networking from PACE Foundation, Hyderabad, India

**Technical Skills**

Windows 98/2000/XP, MS-Word, Excel, Powerpoint; Manual, Electric and Electronic Typing; Telex, Fax operating; Excellent knowledge in shorthand etc. (Speed in Typewriting: 45 w.p.m., Speed in Shorthand:120 w.p.m.)

**Work Experience**

1. **M/s. Ramankutty Associates, at Kerala, India as Accounts Assistant (From Feb.01, 2017 – March 15, 2018.**

Preparation of VAT related accounts work with seniors, of various companies who have to pay VAT to government, and knows inventory management, preparation of sales invoice, payment vouchers and bank reconciliation statement.

1. **National Cement Company** at **Al-Quoz, Dubai** as Senior Secretary in Project Department(**From July 2007 – January 31, 2016).**

**Duties**: Taking dictation and typing, filing, receiving and sending E-mails, fax etc.preparing and maintaining Reports and correspondence with material suppliers (local and foreign) regarding enquiries, order confirmations, shipping and it’s follow-ups etc., preparing comparison statements, charts regarding contract periods of different projects, Hotel & Travel arrangements for Experts from abroad and organizing meetings, checking drawings and documents. Additional duty in Sales Department in the absence of Sales Department Co-ordinator, such as checking enquiries for cement supply, preparation of quotations and related correspondence with customers and customer service.

1. **M/s. Prince TMT Steels (P) Ltd., Kanjikode, Kerala**

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| Designation | : | Area Sales Officer |
| Duration | : | March 2006 – January 2007 |
| Duties | : | Preparation of Questionnaires, Brochures, Leaflets etc., conducting |
|  |  | Market Survey, preparation of survey reports, office correspondence |
|  |  | and customer service. |

1. **M/s. Supra Hi-Tech Electro Equipment Pvt. Ltd., Cochin, Kerala**

Designation :Secretary

Duration : Two years

Duties : Taking dictation and typing, self-correspondence, preparing

estimates and orders, explaining the features of the product,

arranging collection of payment, attending and discussion about

the product with govt. customers, arranging EMD for govt.

orders etc..

1. **M/s. Saudi Cement Company, Dammam, Saudi Arabia**

Designation :Stenographer

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| Duration | : | Six years |  |
| Duties | : | Self-correspondence, attending meetings and taking dictation, | |
|  |  | transmitting telex and fax, supervising employees, preparing and | |
|  |  | checking time cards and time sheets for attendance and salary, | |
|  |  | assisting | sales personnel to deal with customers and collection of |
|  |  | payment, | preparing Daily Production Report, organizing meetings |

for Executives etc.

1. **M/s. Taylor Instrument Co.(I) Ltd., Worli, Bombay**

DesignationStenographer

Duration : Two years

Duties : Customer care and arranging servicing of instruments,

Secretarial functions, self-correspondence, communication

with Head Office regarding day to day administration.

1. **S.D. Nankani, Advocate High Court, Bombay**

Designation :Steno-Typist

Duration : Three years

Duties : Taking dictation and typing court matters, attending telephone calls,

maintaining files etc.

1. **M/s. Salvicate (India) Private Ltd., Cochin, Kerala**

Designation :Steno-Typist

Duration : Two years

Duties : Taking dictation, typing, filing etc.

**Learning from my Professional Experience**

* Meaningful work
* Mutual Respect
* Honest communication
* Everyday learning

**My Strengths**

* Self-confidence
* Hard work
* Flexible
* Commitment towards the goal of the management
* Always ready to do that extra bit

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