**CURRICULUM VITAE**



**RAJESH**

Email: [**rajesh-393376@2freemail.com**](mailto:rajesh-393376@2freemail.com)

**Visa Status: Valid till 22th Sep 2019**

**P R O F I L E**

Top-performing Administrative Professional with a 6 years of Track Record in Customer Service, Record Keeping, and General Office Management. Proficient in providing support to Executives, Taking Minutes, Handling Appointments and Messages, and Writing Correspondence. Strong background in MS Word, Excel, PowerPoint and Outlook. An expert communicator who is known for multitasking and completion of assigned tasks within the deadline.

**W O R K E X P E R I E N C E**

**Worked as Senior Executive from May 2018 To Jun 2019**

* Adept at managing administrative activities involving purchase of equipments, maintenance of procurement, housekeeping, safety, security, employee induction etc.
* Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities, contracts management
* Managing repair, maintenance & replacement of office equipments, appliances, furniture, furnishings, vehicles, building, etc.,
* Purchasing, Implementation and operations of Security and Surveillance, documentation, Business Control checks, audits etc.
* Event Management, organizing meetings, conferences, making travel arrangements and hotel reservations for guests & foreign delegates.
* Liasioning and coordinating with various departments within the corporate office and all branch offices.
* Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
* Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, pest control, housekeeping, etc.
* Specialization in handling back office operations, inter-office correspondence, confidential mails, quotations, monthly billing, cheques, etc.
* Arranging accommodation for onsite employees by co-ordination with various branch offices and to continuously improve the quality of services by visiting and studying the overseas location.
* Day-to-day management of the Chief Executive’s diary and meeting schedule and liaison with the

Chair’s diary.

* Providing direct support for the Senior Management team as required, particularly in meeting business planning targets
* Maintaining all HR records, staff contracts, and appraisal training records

**Worked as Team Leader In Ruthwik Associates from Apr 2017 To May 2018**

* Oversee day-to-day teams' operation and performance, do regular performance evaluation
* Create a health and motivating work environment and atmosphere
* Develop a well designed and motivating evaluation program
* Communicate with teams about their performance, monitor team performance and report on metrics
* Motivate team members, discover training needs and provide coaching
* Listen to team members’ feedback and resolve any issues or conflicts, plan and organize team building activities
* Supports team manager and performs management duties when manager is absent or out of office
* Manages inventories and stock, including keeping detailed records of inventory use and sales, and advising management on ordering where necessary

**Worked as Admin Executive In Ganesh Associates from Mar 2014 To Apr 2017**

* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies
* Providing real-time scheduling support by booking appointments and preventing conflicts
* Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations, screening phone calls and routing callers to the appropriate party
* Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research, Greet and assist visitors
* Maintain polite and professional communication via phone, e-mail, and mail
* Anticipate the needs of others in order to ensure their seamless and positive experience
* Verification of tour expense voucher as per their eligibility – other & HO vendor bill payment.
* Keeping track of files for new joiners and resigned employees.
* Responsible for all activities of Housekeeping, Security services & other office maintenance etc.
* Coordinate repair & maintenance work of plumbing, firefighting, electrical, carpentry, ACs.
* Assisting the admin manager in planning and executing the events and other activities in organization
* Purchase of Stationeries, Office Furniture’s and equipment’s at the minimum possible price.
* Finalizing the Vendors as per the process of the company, placing orders as per requirement, and checking if the work is done as per the specification in quotation approval and verifying the rates before raising invoices.
* Maintaining of Petty cash on daily basis, petty cash statement to be sent on 1st of every month & hard copy next day.

**Worked as Showroom Executive In Hero Moto Corp from Jan 2013 To Mar 2014**

* Greet, assist and sell to customers, operate till and handle financial transactions
* Merchandise and replenish stock as directed, assist with deliveries and stock handling as directed
* Undertake cleaning and housekeeping duties, continually develop an understanding of the company’s products, other areas of the business, and reflect this in everyday performance
* Take responsibility for a specific area of the store’s operation, take responsibility for personal development and actively seek opportunities for improvement
* Assist manager in marketing campaigns, maintain accurate and organized files
* Work with Outside Sales Staff and Counter Sales Staff to assist in following up with customers
* Develop long-term relationships with industry customers, read blueprints to ensure compatibility between product ordered and customer desire and needs
* Use appropriate office technologies and computers to process and track orders and maintain excellent communication with all contacts, assist with special projects such as special events and display changes, maintain the Showroom as a professional place of business

**E D U C AT I O N A L Q U A L I F I C AT I O N S**

Jawaharlal Nehru Technological University, Hyderabad

MBA – Human Resources

Satavahana University, Karīmnagar

B. SC Mec’s

**S K I L L S**

Accounting & Book Keeping / Calendar management / Client Relations / Design and Maintain a Filing System / Organize Meetings / Prepare & Keep Records / Arrange Travel Plans / Typing / Processing Expense Reports / Operations / Distribution / Production / Quality / Schedule Management / Business Development / R&D Activities / HR Management / Manage Stocks and Inventory / Order Supplies / Facilitate Event Registration / Maintain Accounting Files / Update Mailing Lists / Support Other Departments / Provide Excellent Customer Service

**LANGUAGES**

English, Hindi & Telugu

**COMPUTER SKILLS**

* Ms Office(Word, Excel, Power Point)
* MIS Reports
* Tally ERP 9
* Billing (Invoice & Purchase Orders)
* Email & Letter Droping

**STRENGTH**

Working as per my ability to get along with people in friendly and diplomatic way, and with a calm personality, punctuality, eagle eye for details, and always a go-getter, self-motivated, content with basic, honest , hard work, check all the facts before getting started and catch my own errors when they are done, makes the environment orderly & Calm. Happily working late in the night to see everything is in perfect order.

**DECLARATION**

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Date:

Place: RAJESH