## CURRICULUM VITAE

**DAYANANDA RAO**

**No. 18, Yogalakshmi layout,**

**(Near Venugopalaswamy temple)**

**Devasandra, K R Puram,**

**BANGALORE-560 036**

Mobile**: 9986051587**

**E-mail: raodayananda25@yahoo.com**

**Educational Qualifications:**

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| --- | --- | --- |
| **Examination** | **Year of Passing** | **% of Marks** |
| **S.S.L.C** | **APR 87** | 63.50 |
| **P.U.C** | **MAR 89** | 70.50 |
| **B.COM** | **APR 92** | 56.00 |
| **ENGLISH TYPEWRITING** | **DEC 89** | 73.00 |
| **ENGLISH SHORTHAND** | **DEC 90** | 74.50 |

ADDITIONAL QUALIFICATION:

- Conversant with computers in M.S. Office (MS word, Excel, Outlook) etc.

- Conversant with ISO-9001 documentation

- An Internal Auditor for conducting ISO-9001 Periodic audits.

**Working Experience:**

1. Worked in M/s. Essae-Teroka Pvt. Ltd., An Indo-Japanese joint venture company as “Stenographer / Executive Secretary” from July 1992 to April 1995.

Reporting to the Executive Director.

1. Worked in M/s. Silktex Limited, An 100% EOU as “Secretary cum Steno” to the Executive Director from 1995 to June 2012
2. Presently Working in Ajmal Properties from July 2012 as “Liasoning Incharge and reporting to Regional Manager”

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**Present Job Profile:**

1. Take dictations, draft letters and finalization.
2. Preparation of sale deeds, agreements and other legal documents.
3. Attending Project Meetings, preparation of MOM, circulation to the team members and follow-up on actions.
4. Co-ordination with various departments and follow-up actions on getting project related quotes.
5. Send Project weekly updates to the Management
6. Follow up on rentals and maintenance of flats.
7. Maintenance of property documents.
8. Co-ordination with various banks for project approvals.
9. Preparation of Area statements based on Floor Plans
10. Co-ordinating in getting quotes for materials from suppliers, make comparitives and finalise work orders.
11. Make letters to various statutory authorities, banks and customers relating to the projects.

**Languages known:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** |
| English |  |  |  |
| Kannada |  |  |  |
| Marathi |  |  |  |
| Hindi |  |  |  |

**Personal Profile:**

Name : Dayananda Rao

Father’s Name : Late P.C. Somaji Rao

Date of birth : 12.07.1972

Sex : Male

**DAYANANDA RAO**