

CURRICULAM - VITAE

RAKESH KUMAR DOGRA

S/o Sh. Kali Das Dogra
H. No. 733, Sunlight Colony-II
Hari Nagar Ashram
New Delhi – 110014

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Objective

To reach the zenith of success through the path of constant professional knowledge and skills, hard working and willingness, to learn and devotion and dedication to work. With highly professional environment where I can harness my full potential to add value to the organization and personal self.

Personal Traits

Confident, have a friendly disposition, I believe I have strong traits of hard work, leadership, learning ability, adaptability and endurance with an objective of excelling my personal traits for growth of organization.

Work Experience

Total I have 14 years of working experience in the following organizations

- ❖ Presently working with Air Force Naval Housing Board, Air Force Station, Race Course, New Delhi -110003 as Upper Division Clerk(UDC) in Administration Directorate since 01st Jul 2011 to till date.
- ❖ Seven years experience in Administration Branch of Directorate of Civil Defence and Home Guards, Govt. of NCT of Delhi, Raja Garden, New Delhi – 110027 as Admin Assistant-cum-Computer Operator from 10th Nov 2004 to 30th Jun 2011.

Job Responsibility

- Handling queries of the allottees one to one/telephonic, handling Mails/E-mails & put up to the officers, drafting letters, maintaining file records, handling possessions, transfer cases of property of allottees, timely follow-up/feedback. Any other job assigned by the superiors.
- Assisting in Administration / Clerical work / PWD / Estate matters.
- Prepare report and presentations as assigned and preparation of Training / Parade certificates for Civil Defence & Home Guards staff.
- Organize office and assist associates in ways that optimize procedures.
- Create and update records ensuring accuracy and validity of information.
- Resolve office related malfunctions and respond to requests or issues.
- Coordinate with other departments to ensure compliance.

- Maintain trusting relationship with Customers / Clients.
- Analytical abilities and aptitude in problem-solving.
- Organize filing systems for important and confidential organization documents.
- Handle requests and queries appropriately answer queries by clients and superior.
- Maintaining files and records so they remain updated and easily accessible.
- Sorting and distributing incoming mail and prepare outgoing mail.
- Answering the phone to take message or redirecting calls to appropriate colleagues and superior.
- Utilize office appliances such as Photocopier, Printers etc and Computer.
- Assist in office managements and organization procedures and take minutes of meetings and dictations.
- Follow policies and confidentially dictations to safeguard data and information.
- Update existing data of Clients and type in data provided directly from clients / customers.
- Can excel managerial skills in trying circumstances.

Achievements / Appreciations

- Appreciation Letter from Deputy Director General of Air Force Naval Housing Board Commodore Paresh Sawhney for performing his duty in a dedicated manner.
- Commendation Certificate with cash reward from Sh. R Sundara Raj, IPS, Director General Civil Defence & Home Guards, Delhi for excellent work his duty.
- Commendation Certificate with cash reward from Dr. Kiran Bedi, IPS, Director General Civil Defence & Home Guards, Delhi for their outstanding work achieved.
- Commendation Certificate from Dr. Kiran Bedi, IPS, Director General Civil Defence & Home Guards, Delhi for performing his duty in a dedicated manner.
- Commendation Certificate from Sh. S Nithianandam, IPS, Deputy Director General Civil Defence & Home Guards, Delhi for done excellent performance in the office duties assigned in connection with Independence Day-2006 at Chhattarsal Stadium, in which appreciated by the Hon'ble Chief Minister of Delhi.
- Appreciation Letter from Dr. RK Pandey, Head of Office & Dy. Director Civil Defence(Medical), Delhi for performing his duty in a dedicated manner.
- Commendation Certificate from Sh. Neeraj Kumar, IPS, Director General Civil Defence & Home Guards, Delhi for good performance in the office & training work.
- Commendation Certificate from Sh. UK Katna, IPS, Director General Civil Defence & Home Guards, Delhi for good performance in the office work assigned in connection with Independence Day-2007 at Chhattarsal Stadium, in which appreciated by the Hon'ble Chief Minister of Delhi.
- Commendation Certificate with cash reward from Sh. NS Rana, IPS, Director General Civil Defence & Home Guards, Delhi for good performance in the office & training work.

- Commendation Certificate with cash reward from Sh. Mukund Upadhye, IPS, Deputy Director General Civil Defence & Home Guards, Delhi for excellent performance in the office duties assigned in connection with process of Home Guards I-Cards distributions.
- Commendation Certificate with cash reward from Sh. Mukund Upadhye, IPS, Deputy Director General Civil Defence & Home Guards, Delhi for good work pertains to Estate/PWD matters of this Directorate.
- Appreciation Certificate from President of Commonwealth Games 2010 in Delhi for good performance assigned the duties.

Educational Qualification

Graduate in Bachelor of Arts(Pass) from G.G. University

Technical Qualification

- Certificate course in Computer Applications from ESTC-ACEL Institute UNDP Assisted Govt. of India under Ministry of SSI & ARI in Delhi.
- Office Accounts Assistance Computer Course from Bhartiya Vidhya Bhawan Gandhi Institute of Computer Education and Information Technology in Delhi.

Technical Skills

Operating System – Windows XP & Window 7

Tools MS Office – Word, Excel and Power Point

E-mailing tools – MS Outlook

Personal Information

Father's Name	Sh. Kali Das Dogra
Mother's Name	Smt. Yashoda Devi
Date of Birth	25 th Jul 1981
Language Known	English & Hindi
Religion	Hindu
Marital Status	Married
Hobbies	Listening Music & Travelling

Place_____

Date_____

(RAKESH KUMAR DOGRA)