**CURRICULUM VITAE**

**Vijay Krishnan Jajpura**

6-I-9/10, R.C. Vyas Nagar

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# OBJECTIVE:

Seeking a responsible post with an opportunity for professional challenge and growth to support and enhance co-operative objectives of the company & country.

# Current Work Profile:

**Currently** working As an **Admin** **Executive** in **Mount Litera Zee School,** in **Bhilwara** **(Raj.)** since 7th of June 2019.As an **Admin** **Executive** Handling following responsibilities (profile)-

1. planning and organizing
2. Support and connect with parents, students and teachers and other staff
3. record keeping
4. facility management
5. event management
6. documentation
7. Greet and Assist School Visitors
8. Attend phone calls
9. Prepare school letters, and other documents (conditional)
10. Clerical works
11. Preparedness of PTM and Staff Meeting and maintaining records of such meetings
12. Looking transportation
13. Maintaining the cleaning of school campus, building And water safety, fire safety etc.
14. well known about office equipment like fax, photo state, scanner, intercom, EPBX etc.
15. Assist to Principle & MD both

# Previous Work Profile:

**1.4** **Year** experience As an **Executive Assistant** in **Krishna Hospital** (100 Bedded, Multispecialty) in **Bhilwara** **(Raj.)** since 1st of March 2018 to 5th of June 2019. And played following roles -

* 1. Organized and maintained the office filing and Data
  2. Response on answering machine (EPBX)
  3. Arranged the meetings & participate like MOM (if required)
  4. Actively responded of emails correspondence
  5. PPT Slide presentation of which shows the Hospital Features, facilities and specialties
  6. Daily/Weekly Planning through google calendar for MD
  7. Interaction with staff and adjustments
  8. maintained main floor decorum
  9. Clerical work
  10. Handled Doctor’s issues
  11. Worked on staff issues
  12. Travel Arrangement for MD
  13. Handled Photo copy machine/Scanner/Patient Care Department etc. (conditional)
  14. Flashed, shared and implemented the important messages for the staff
  15. Monitored /maintenance of Hospital equipment
  16. Had Secretarial work for MD

**Previous Work Profile (Operations Management):**

**12 Years** working experience in **LPO/BPO** in **CNS Comnet Solution** **Pvt. Ltd, Gurgaon (HR)** as **Team Coach** in Operations since October 2006 to February 2018.

As a **Team Coach** following was my KRA (Key Responsibility Area)-

1. Quality checked
2. responded to clients through emails
3. trained to staff for new processes
4. Shared and Implemented the Updates with team members what we received from US based clients Managed operational activities for achieve quality, provided first line support by answering of queries & resolved issues, ensured minimum TAT.
5. Assigned work activities as per company policies and procedures.
6. Identify improvement areas and propose constructive changes to achieve operational excellence. Provide suggestions for team development. Be presentable and pleasant at all times. Maintained integrity, professionalism and friendly attitude. Contribute positively as a team player.
7. Supervised to team members for ensuring compliance.
8. Monitored the performance of team members to ensure efficiency in operations and meeting targets.

# TRAININGS/PROJECTS

## Topic of Trainings (Internal)

1. Time Management Skills.
2. Team Work.
3. Learn how to deliver/receive feedback.
4. Harassment policy for women at workplace.

# MAJOR ACHIEVEMENTS

* Employee of the quarter award several times.
* Was selected for **On The Spot Reward** program several times.

# ACADEMIC QUALIFICATION

* **Bachelors in Arts** from Maharshi Dayanand University, Ajmer (Rajasthan).
* **10+2** in Arts from Rajasthan Board.
* **10th** from Rajasthan Board.

# STRENGTHS

* Critical thinking: Decision making skills.
* Goal oriented: results achiever, meeting deadlines.
* Willingness to learn.

**CERTIFICATION**

* TOEIC (Test of English International Communication)
* 6 Sigma (360º work & Quality)
* 2 time certified in 6 Month Diploma in IT (CMC and IGNOU)

# PERSONAL PROFILE

Father’s Name : Sh. Banshidhar Jajpura

Date of Birth : March 03, 1979

Nationality : Indian

Gender : Male

Language Known : English, Hindi

Marital Status : Married