RESUME



FULL NAME : Mukesh Dharamsi Raja

ADDRESS : 307, Shitla Devi Darshan

11th Kamathipura, Shankar Pupala Road

Mumbai – 400 008. 🕿 98209 35663 / 2

Email : mukesh.raja5@gmail.com

DATE/PLACE OF BIRTH : 06.05.1968, Mumbai

MARITAL STATUS : Married

COUNTRY OF RESIDENCE : INDIA

NATIONALITY : INDIAN

ACADEMIC QUALIFICATION :

|  |  |  |  |
| --- | --- | --- | --- |
| EXAMSQUALIFIED | YEAR OFPASSING | BOARD | % MARKS |
| S.S.C. | 1986 | Mumbai | 53.42% |
| H.S.C. | 1988 | Mumbai | 47.50% |
| B. Com | 1993 | Mumbai | Pass Class |

**COMPUTER KNOWLEDGE :**

**Datamatics Corporation, Fort, Mumbai :**

Holder of diploma in Computer Science from Datamatics Corporation, Fort, Mumbai.

Topics Covered :

Dbase III+/Clipper, Foxpro, Foxbase, Basic, Cobol, C-Programming, Lotus, Wordstar.

**Network Institute of Computers, Andheri [W] :**

Windows 95 : MS-Office Word, Excel & Powerpoint.

Knowledge of working under LAN Systems.

Passed G.C.C. (Government Commercial Certificate) Examination in typing having speed of 40 wpm “A” Grade.

**WORKING EXPERIENCE :**

**A)**

Organisation : **Suman Motels Limited**.

Period : August 1994 – August 1995.

Position : Computer Operator-cum-Programmer

Job profile : Drafting letters on behalf of Managing Director, Directors, Legal Consultants. Updation of filing system. Maintenance of Computers.

**B)**

Organisation : **Stäubli India Pvt. Ltd.** - Swiss Multinational Company (MNC) manufacturing Textile Machineries.

Period : September 1995 - April 2011 (15 & half years)

Position : Computer/Administration incharge

**Responsibilities:**

* ***15 years’ experience in European MNC (Mult-National Company)***
* Prepare and manage correspondence, reports and documents
* Compiling of company offers for Textile Machineries sales and follow ups with customers
* Follow ups with our Directors in Group Company and processing of orders with our manufacturing units in Staubli Horgen/Switzerland, Staubli Lyon/France, Staubli Milan/Italia, Staubli Bayreuth/Germany etc.
* Organize and coordinate meetings, conferences, travel arrangements for our Foreign delegates from our Head Office in Staubli Horgen/Switzerland, Staubli Lyon/France, Staubli Milan/Italia, Staubli Bayreuth/Germany etc.
* Schedule, plan and organize all logistical details for in-house and off-site meetings, training and events.
* Knowledge of general office management and current computer/office communications technologies; expert in PowerPoint, Word, Excel and Outlook
* Handle incoming mails and other materials
* Develop PowerPoint presentations and other graphic presentations; type various correspondences both in own signature and in manager’s signature
* Implement and maintain office systems
* Provide general office administrative services.
* Excellent interpersonal, verbal and written communications skills including strong grammatical skill
* Maintain filing and records management systems and other office flow procedures which may be confidential
* Ability to effectively interact and communicate with senior level management and corporate contacts
* Coordinate the flow of information both internally and externally
* assisting accountant in carrying out banking functions/making challans, handling petty cash
* Able to work independently with minimal direction, able to maintain confidentiality and handle matters discreetly
* Effective time management and organizational skills; able to balance multiple priorities
* Effectively problem solves and resolve a variety of issues and topics within the job scope

**C)**

**V.K.JEWELS FASHION JEWELLERY:**

Period : September Sept. 2012 – Till Date

Position : Administration Incharge / Executive Assistant

* Listing of products on the website viz. Amazon.in, Snapdeal, Flipkart, Shopclues, etc.
* Preparing shipping documents i.e. invoices etc
* Handle packing department and ensure all parcels leaves daily by evening
* Take care of Day to day correspondences
* Handle incoming and outgoing mails
* Attend to the queries and grievances of the customers
* Handling telephone calls of the customers
* Handling petty cash

LANGUAGES KNOWN : English, Hindi, Marathi & Gujrati.

EXTRA-CURRICULUM ACTIVITIES :

Very keen in cricket. Awarded with certificate of best Batsman & Bowler in School and represented College

Team in Inter-Collegiate Tournament.

Also awarded with certificate in 100 meter sprint in school.

AVAILABILITY TO RESUME WORK: WITHIN 2 WEEKS.

Place : Mumbai (INDIA) **MUKESH D.RAJA**