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|  | **Rakesh Kumar Bag****Vill-Jhartarang, Ps- Brahmanitarang,** **Rourkela. Sundergarh, Orissa****Mob no: 08249898998,9439874087*****Email:-*** ***rakesh.amis@yahoo.com*** |

***Career* *Objective*: -** **To be associated with a progressive organization that gives me the scope to apply my knowledge and skills to involve as a part of team that will work dynamically towards the growth of the organization.**

***Educational Qualification’s:-***

 **Degree B.A**

 **College Govt. Evening College,Rourkela**

 **University Sambalpur University**

**Extra Qualification:**

 **Degree Honours Diploma In Computer Science**

 **Institute C - Net Computer Centre, Rourkela**

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***Work Experience :***

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| **Organization** | **Role** | **Experience** |
| **Rourkela Truck Owner Syndicate,Rourkela** | **Clerk** | **1yr.** |
| **Global Institute of Business Management(Gurgaon)** | **Business Development Executive** | **1.5yr** |
| **Reliance Communication, Rourkela** | **Area In-charge(Sales) & Admin Rourkela** | **1.2yr.** |
| **M/s Ridhi Sidhi Real Estate Marketing & Services (P) Ltd** |  **(Clerk & Admin)** | **4yr.** |
| **M/s Ridhi Sidhi Real Estate Developer, (Jharsuguda)** | **(Clerk & Admin)** | **August’2015 to Till Date.** |

***Job Profile:-***

**M/s Ridhi Sidhi Real Estate Marketing & Services (P) Ltd, Rourkela)(Odisha)**

1. Keeping all statutory records. .
2. Keeping all records manually and in system also.
3. Keeping attendance of all staffs and contractors.
4. .Doing all types of computer work.
5. Record the Leave and Attendance of all staffs.

 Always maintain a good relation with workers and management.

**M/s Ridhi Sidhi Real Estate Developers, Jharsuguda, (Odisha)**

1. Keeping all statutory records. .
2. Keeping all records manually and in system also.
3. Keeping attendance of all staffs and contractors.
4. Doing all types of computer work.
5. Record the Leave and Attendance of all staffs.

 Always maintain a good relation with staffs and workers

**M/s Reliance Communication ,Rourkela (Odisha)**

1. Overall responsibility of the stock, show room,.
2. Fully responsible for daily activations maintaining CAFs of customer.
3. Dealing with all types of Dealers and Customers problem and try to solve it & informing all details to BBSR Customer Care over phone and through mail also & doing all paper work.
4. Making well come call to customers.
5. Maintaining daily accounts in Tally 7.2 version
6. Record the Leave and Attendance of all staffs.
7. Always maintain a good relation with own staffs and employees

**Global Institute of Business Management-Gurgaon(Haryana)**

1. Make clients from the data.
2. Contact with candidates.
3. Give the total information about the concept and branch address.
4. Make a good relation with candidates.

**Rourkela Truck Owner Syndicate**

1. Dealing in Private Trucks and Give a order for product supply.
2. Keeping all records manually and in system.
3. Doing all types of computer work.
4. Make a good relation with management and truck owners.

**Personal Information:-**

**Father’s** **Name** Late Santosh Kumar Bag

**Nationality** Indian

**Sex** Male

**Date** **of** **Birth** 28-May-1986

**Marital** **Status** Single

**Languages** English, Hindi & Oriya.

**Address** Vill-Jhartarang, PS- Brahmanitarang, Rourkela, Sundargarh.

**Current Salary 18,500/-**

**PAN Number** BDXPB2149G

**AADHAR Number** 452961947724

**Declaration:-**

 I understand that in the event of information given here in found false or incorrect, my candidature for the post is liable to be cancelled and in the event of wrong statement particulars being detected after my appointment, my services are liable to be terminated without notice.

**Place:- Rourkela Rakesh Kumar Bag**

**Date:- 25 /01/2022 .**