

**R E S U M E**

**RAJESH SINHA**

**PROFESSIONAL PROFILE**

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**OBJECTIVE:**

Looking for a challenging job that would allow me to contribute towards the growth and development of my employer firm and professional self-development.

**EDUCATIONAL QUALIFICATION:**

HSLC passed from **Secondary Education Board of Assam.**

Intermediate Passed from **Higher Secondary Education Council of Assam.**

Diploma an Information Technology from **NIIT**

**COMPANY PROFILE:**

**Presently working Aakriti Manufacturing Pvt. Ltd. (MYOH)** **Neemrana, Rajasthan** **from Feb, 2017 to till now** as a **PPC Coordinator** is a well known company in the segment of Manufacturer & Distributors of Hardware Accessories and Pullout Systems.

**Duties & Responsibilities:**

Place order with suppliers for production material.

Insure timely delivery of purchased parts.

Support supplier quality issues.

Manage quality safety stock levels.

Create reports as needed to support planning, scheduling and inventory controls.

Discuss schedules with supervisor, production manager, and teammates to insure schedule will be met with most efficient and cost effective manner.

**COMPANY PROFILE:**

Worked with **MMS – UNISON (JV) from January, 2012 to July, 2015** as a **Office Assistant.** This is a leading consultant organization, specializing in PMGSY Rural Roads under PWD Govt. of Assam

**Duties & Responsibilities:**

Handling incoming calls and other communication.

Managing filling system

Recording information as needed.

Greeting clients and visitors as needed.

Updating paperwork, maintain documents and word processing.

Helping organize and maintain office common areas.

Performing general office clerk duties and errands.

Organizing travel by booking accommodation and reservation needs as required.

Coordinating events as necessary.

Maintaining office equipments as needed.

Creating, maintaining and entering information into database.

**COMPANY PROFILE:**

Worked with **Louis Berger Group, Inc., USA** from **March, 2007 to November, 2011** **Office Assistant** in the project of Assam Agricultural Competitiveness Project – Rural Roads Component **(World Bank Funded)** under **PWD** in Karimganj District of Assam. This is a leading International I.S.O. 9001 consulting organization, specializing in Highway Structure, Airports, Urban and Rural infrastructure development. This company has been well known for its sustained quality, innovative design, planning, adoption of the State-of-Art-Technology and personalized service.

**Job Duties & Responsibilities:**

Responsible for opening & closing of the office on a daily basis

Assists HOD’s and other staff in the various important and sensitive administrative functions.

Arranges and coordinates meetings, conferences and other such important and vital meetings.

Keeps a record of all sensitive and important information safely and securely. Efficiently files and keeps all the relevant documents safe and retrieves them as and when needed.

Collect, collate and compile relevant data from various internal and external sources and provide them in an informative format to the Department Heads.

Provide Administrative support to HOD’s as and when needed. To deal with basic administrative duties, coordinating with Security and cleaning staff to handle the admin activities on a regular basis. To coordinate the maintenance and repair of office equipment. To make photocopies of reports and correspondence.

To maintain correspondence, document records and files.

To co-ordinate preparation of time sheets for the contract.

To deal with correspondence, registration, distribution and filling.

To prepare and maintain Monthly Progress Report.

To maintain the headquarters correspondence system.

To prepare enclosures, charts for monthly and quarterly progress report.

Maintain the log E-mails account and daily checking and distribution of mail concern persons.

**PERSONAL STRENGTH** : Sincerity, Honesty & Dedicative framework.

Keenness for competition & Hardworking.

Ability to accept any challenges for overcome the

desired goals.

**DATE OF BIRTH** : 20TH MAY, 1979

**SEX** : MALE

**MARITAL STATUS** : MARRIED

**FATHER’S NAME** : SRI RABINDRA KUMAR SINHA

**DECLARATION**

I hereby declared that all the information depicted above is true to the best of my knowledge and belief.

**Date: -**

**Place: -** DELHI  **Rajesh Sinha**