

DINESHSINGH RAWAT
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CAREER OBJECTIVE: Economics postgraduate with good communication, computer skills, travel planning, and email management skills. Seeking a position as an administrative assistant., to leverage organizational and research skills to support internal and external communication.

EDUCATIONAL QUALIFICATION:

Passed my Post Graduation degree of Arts in Economics (M.A.) with honors from Maharaja SayajiRao University of Baroda, in April 2004.

Passed my degree of Arts in Economics (B.A.) with honors from Maharaja SayajiRao University of Baroda, in April 2002.

AWARD:

2016 Best HSE Suggestions and Improvements Award by Hazira LNG & Port (SHELL).

WORK EXPERIENCE

1. HBL GLOBAL PVT.LTD.

As Marketing Executive.

Duration: June 2004 – December 2004.

I was appointed as Marketing Executive at HBL Global Pvt. Ltd. one of the sister concern of HDFC Bank. Here my job was to open new Saving, Current a/c of corporate sectors. Later they have made me the in charge of my group.

2. PRAKRUTI RESORT

Front Office Executive / Club In charge

Duration: July 2005 – Dec 2005.

Here my job was to sell the room, also to organize ODC within the resort. Later they have given me the charge of Club In charge. Here my job was to make new members and also make corporate members for our Club in which we have swimming pool, pool, gym., table tennis. Here within a month I have make more than 30 Corporate members of a company name "Sabic India Ltd." giving him a group membership.

3. ESSPEE CORPORATION

Admin.

Duration: Jan 2006 – September 2009

Here my job is handling HR tasks, overseeing payroll, managing assistants, scheduling meetings and appointments with clients or vendors, creating invoices, manage workers details (biodata, salary, PF, ESIC etc.) working under our contract, to look after the restaurant sale & Out Door Catering, all sites running under our contract and also looking after Sale and Purchase at different sites running @ Hazira site, Surat Guest House, Ahmedabad Guest house, Vidhyavihar School, GSFC, GE Plastic, Angeethi Restaurant.

4. ESSPEE HOSPITALITIES GUJARAT PVT. LTD.

HR & Administration.

Duration: October 2009 – Nov 2018

Here my job is handling HR tasks, overseeing payroll, managing assistants, scheduling meetings and appointments with clients or vendors, creating invoices, maintaining employee data and kept updated accounts of all employment records. HSE, joining formalities, Salary, Leave, Bonus, PF, ESIC, S.Tax, VAT, GST filing, mediclaim, medical records at sites running @ Hazira , Surat and Ahmedabad under Hazira LNG Pvt. Ltd.

Key Qualifications & Responsibilities

- Ensured confidentiality of all personnel, office, and employment records.
- Provided administrative support with payroll, calendars, meetings, and training events.
- Trained and onboarded new employees and conducted orientations for new staff hires.

5. CRYSTAL PALACE HOTEL (S.P.C – Bahrain)

Front office Executive

Duration: March 2019 – March 09, 2020

Looking after hotel bookings, helping the junior in C.S.A (front office).

Due to COVID pandemic, can't make it as my VISA get over on Sept 2020.

6. MIMANSA HOSPITALITY SOLUTIONS PVT. LTD.

HR & Administration.

Duration: August 17, 2020 – running

PERSONAL INFORMATION

NAME	: Dineshsingh Rawat
DATE OF BIRTH	: 14 / 08 / 1979
NATIONALITY	: Indian
MARITAL STATUS	: Married
LANGUAGES KNOWN	: English, Hindi and Gujarati
HOBBIES	: Watching Cricket sometimes, if get time.

DECLARATION

I feel confident that the above information is true to the best of my knowledge.

DINESHSINGH RAWAT