

Rajendra Vasant Joshi
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Career Objective

To enhance my skills in a work related environment and learn new things that will make me a better professional. Use my talents by putting them into good use for the benefit of the organization that I work for.

Educational Qualification

Sl.No	Name of Exam.	Name of Board/ University	Class/ Division (%)	Year
1	Post Graduation Diploma (Software, Hardware & Networking Technology)	Empire Institute of Learning	A Class	2000 - 2001
2	B Com	Mumbai University	62 %	1993 - 1994
3	HSC	Mumbai Board	58 %	1988 - 1989
4	SSC	Mumbai Board	63 %	1986 - 1987

Cardinal Attributes

- ✓ A leader with strong project management and organizational skills.
- ✓ Proven ability by reducing down time & improve productivity and enhance quality.
- ✓ Motivated, hardworking and able to prioritize.
- ✓ Effective speaker and leader. True team player.
- ✓ Good Team Member having Leader Capability too.

Professional Experience

Feb -2016 : Till Date Working with Rawia International Trading Pvt. Ltd., Bandra-Mumbai as a Creative & Packaging Development Department Incharge.

Responsibilities:

- Held responsible Creative & Art Directions for Packaging Design & Development for Carton, Laminates, Labels, Shipper Labels, Leaflets, Calendars, Dispensers, Danglers, Posters, Foil, Leave behind leaflet (LBL), and designing Company logo, Letterhead, Envelopes, Visiting card and ID card etc.
- Gathering and sharing the Product knowledge for effective and conceptual designs and practical final packaging.
- Accountable for handling the project work related to graphic design. Also coordinate, liaise with the fellow members and client for providing new & innovative concepts for effective design as well Artwork Approvals & Shade Cards.
- Maintaining high designing standards, practices and exercising quality control on all aspects of print designing; implementing cutting-edge techniques and assisting in the integration of the latest features.
- Gathering information regarding the requirements of the projects. Successfully developing various projects within the strict time frame.
- Work allotment & Inspection of New Designing Jobs Routine Processing Jobs to Graphics Designers Team.
- Co-ordination & Planing with Graphics Department & Production Department to achieve scheduled Despatch.
- Estimation & Costing of all new Products.

Sep -2014 : Jan 2016 Working with S. S. Group India Pvt. Ltd. as a Manager (Creative & Packaging Development Depart ment)

Responsibilities:

- Held responsible Creative & Art Directions for Packaging Design & Development for Carton, Laminates, Labels, Shipper Labels, Leaflets, Calendars, Dispensers, Danglers, Posters, Leave behind leaflet (LBL), and designing Company logo, Letterhead, Envelopes, Visiting card and ID card etc.

- Visualized every creative layout and effectively interacting with the clients and involve in creative sessions.
- Accountable for handling the project work related to graphic design. Also coordinate, liaise with the fellow members and client for providing new & innovative concepts for effective design as well Artwork Approvals & Shade Cards.
- Maintaining high designing standards, practices and exercising quality control on all aspects of print designing; implementing cutting-edge techniques and assisting in the integration of the latest features.
- Gathering information regarding the requirements of the projects. Successfully developing various projects within the strict time frame.
- Work allotment & Inspection of New Designing Jobs Routine Processing Jobs to Graphics Designers Team.
- Co-ordination & Planning with Graphics Department & Production Department to achieve scheduled Despatch.
- Estimation & Costing of all new Products.

Aug -2012 – Sep 2014 : Working with Om Namah Shivay Logistics Pvt. Ltd. as a System & Network Administrator

Responsibilities:

- Maintaining Server & Software Updatations & Implementation of all In House Systems along with Networking.
- Server, Network & Systems Administration.
- Windows 2008 R2 Server Configuration, Backup and Disk Management
- IIS Management
- Configure Website on IIS
- Uploading & Deployment of Web Sites
- Maintaining Backup of Data, Softwares & Website
- E Mail Administration, Creating Post Office & Mail IDs Assigning Mail Quota etc. through Mail Enable
- Internal E Mail Administration, Creating New Mail IDs Assigning Mail Quota Priority etc. through Spear Mail
- TCP/IP & Router Configuration.
- Dedicated & Virtual Server Maintenance & Administration
- DNS Server Installation, Configurations & Bindings.
- Active Directory Maintenance.
- Inspect & Co-ordinate with Development Team for Development & Time to time Modifications of Website.

May -2010 - July 2012 : Working with Print Direction International as a Project Manager

Responsibilities:

- Inspect & Co-ordinate with Development Team for Development of Project.
- Maintaining Server & all In House Systems along with Networking.
- Server & Systems Administration.
- Windows Server Configuration, Backup and Disk Management
- IIS Management
- Configure Website on IIS
- Uploading & Deployment of Web Sites
- Maintaining Backup of Website
- E Mail Administration, Creating Post Office & Mail IDs Assigning Mail Quota etc. through Mail Enable
- TCP/IP & Router Configuration.
- Virtual Server Maintenance
- DNS Server Installation, Configurations & Bindings.
- Active Directory Maintenance.

2008 - Apr- 2010 : Working with Yashraj Construction as a Partner.

Responsibilities:

- Understanding & Explaining Engineering Drawing.
- Planning of work along with work completion schedule.
- Manpower Procurement
- Co-ordinate with Team for Various Job.
- Time Management
- Quality Control
- Administrative work
- Payment Recovery.
- Site Inspection & Supervising work.

2006 – 2008 : Working with Sai Engineering as a Manager (Service Dept.) who are the Authorised Dealers for Kirloskar Electric Co. Ltd.

Responsibilities:

- Communicate & Support Customers.
- Directed customer service complaint resolutions.
- Allotment of Service Engineers for onsite services.
- Designed an efficient inventory method to reduce engine down time.
- Improved complaint resolution by prioritizing complaints
- Streamlined complaints & Reports Documentation.
- Organising Customer Training Seminar.
- Arranging Service Camps & Customer Survey.

- Optimized customer satisfaction by improving order intake process.
- Revised documents to improve efficiency.
- Competently handled complex questions from customers and other service staff.
- Management Representative of company for ISO Certification & Process.
- Internal Auditor for Sales & Service.
- Reporting about all Performance & Activities to Head Office & Parent Company.

2002 – 2006 : Working with Transcreek Engineers Pvt. Ltd. as a Manager (Service Dept.)
 Authorised Dealers for Kirloskar Oil Engines Ltd.

Responsibilities:

- Communicate & Support Customers.
- Directed customer service complaint resolutions.
- Allotment of Service Engineers for onsite services.
- Designed an efficient inventory method to reduce engine down time.
- Improved complaint resolution by prioritizing complaints
- Streamlined complaints & Reports Documentation.
- Organising Customer Training Seminar.
- Arranging Service Camps & Customer Survey.
- Optimized customer satisfaction by improving order intake process.
- Revised documents to improve efficiency.
- Competently handled complex questions from customers and other service staff.
- Management Representative of company for ISO Certification & Process.
- Internal Auditor for Sales & Service.
- Reporting about all Performance & Activities to Head Office & Parent Company.

1997 – 2002 : Working with Joshi Enterprises as a Manager (Service Dept.)
 Authorised Dealers for Kirloskar Oil Engines Ltd.

Responsibilities:

- Communicate & Support Customers.
- Directed customer service complaint resolutions.
- Allotment of Service Engineers for onsite services.
- Designed an efficient inventory method to reduce engine down time.
- Improved complaint resolution by prioritizing complaints
- Streamlined complaints & Reports Documentation.
- Organising Customer Training Seminar.

- Arranging Service Camps & Customer Survey.
- Optimized customer satisfaction by improving order intake process.
- Revised documents to improve efficiency.
- Competently handled complex questions from customers and other service staff.
- Management Representative of company for ISO Certification & Process.
- Internal Auditor for Sales & Service.
- Reporting about all Performance & Activities to Head Office & Parent Company.

1994 – 1997 : Working with Caesars Graphics, Mumbai as Partner as well as Art Director

Responsibilities:

- Art Direction.
- Creative Direction & Ideas
- Designing of Art Work
- Studio Management

Date of Birth : 3rd December 1970

Marital Status : Married

Languages Known : Marathi, Hindi, English

Hobbies and Interests : Listening to music, Drawing & Painting,

CTC: 4.5 Lakhs/pay

Expected Salary: 5 Lakhs