

RESUME



RAJIV BAHADUR MATHUR

120-B, Una Enclave,
Mayur Vihar, Phase-1,
Delhi-110 091, INDIA
Mobile : +91 9818864623 / +91 9310213841
Email : rbm_arnav@yahoo.com

CAREER OBJECTIVE:

To work in a progressive and rewarding working environment where I can actively devote my career best ability and professional interest to satisfy my urge for excellence. Seeking a responsible position with an opportunity for Professional Challenges.

PERSONAL PROFILE

Personal: Born on Dec. 30, 1963.

Educational Qualification: Bachelor of Art from Delhi University in 1986.

Professional Qualification: Certificate in HR Professional Training

Personality: Self-driven, results-oriented with a positive outlook and a clear focus on high quality and reliable, tolerant, and determined.

Communication Skills: An excellent face-to-face and tele-communicator. I am having a power to make strong decision, Entrepreneurial, Flexible, Self-motivated, Innovative & focused Team Player.

Leadership Ability: A very self-disciplined, intelligent, responsible and presentable person and having positive, enthusiastic, leadership and strategic skills and get on well with the people.

Corporate Social Responsibility – CSR Management: CSR management to make life better for community as productive as possible. I am attached with Pure India Trust.

Passport No.: S3448237 valid up to 2028

Country worked in:

- **West Africa:** Mali, Guinea Conakry, Guinea Bissau, Benin, Senegal, Ivory Coast
- **Gulf:** Dubai and Oman
- **Others:** Nigeria, Congo DR, Morocco

SUMMARY OF SKILLS / HANDS ON WORKING EXPERIENCE IN

- Administration / Operations Management
- Asset Management
- Beneficiary Management
- Business Development
- Branch Management
- Budget Planning & Monitoring
- Call Centre Management
- Contract Management
- Corporate Social Responsibility - CSR
- CRM – Client / Customer Relation Management
- Distribution of Materials
- Facility / Housing / Camp Management
- Finance / Profitability Management
- Human Resource Management
- Logistic Management
- Liaison / Statutory Compliances / Immigration compliances
- Materials Procurement – International Market
- NGO Operations / Skill Center Management
- Profit Centre Management
- Statutory Management
- Supply Chain Management
- Trading – Minerals & Commodities items
- Transport & Travel Management
- Vendor Management
- Warehousing Management

WORK EXPERIENCE DETAILS:

March, 2020 to November, 2021

Pure India Trust - NGO: worked as Manager (as freelancer on retainership basis) Handle theme base project – Women Entrepreneurship, Livelihood, Skill Development, Education, Women Hygiene, Health & Sanitization.

Job Profile

- Empower underprivileged by providing Education
- Employment through Skill Center & entrepreneurship development.
- Career Guidance & Mentoring Program in various schools
- Fundraising from Corporates
- Human Resource Management of Mobilizer, Program Managers
- Finalization of beneficiaries
- Client Relations Management
- Program Execution
- Liaison work

July, 2018 – February, 2020

Friends Travels: Worked as a Manager. A Corporate Services provider in terms of “Client / Customer Relation Management”. Taking care & giving solution from “End-to-End”.

Job Profile

- Business Development
- Administration & HR Management
- P&L Management / Finance Operations
- Liaison with Local Government Authorities
- Vendor Management for Operational & other services
- Supply Chain Management

August, 2013 to July, 2018

GS IMPEX, West Africa: Worked as a Senior Manager. I was responsible for development of commodity item (Rice) business in West Africa & nearby countries.

Job Profile

- Business Development / P&L Management / Finance Operations
- Trading of Commodities items in West Africa market
- Corporate Social Responsibility (CSR) with Local/International Organization
- Administratively setting up their Countrywide offices in West Africa
- HRM of Localities & Expats
- Liaison with Local Government Authorities
- Vendor Management for Operational & other services
- Supply Chain Management – Internationally
- Warehouse Management of commodity items

December, 2010 to July, 2013

GULF RESOURCE & GENERAL DEVELOPMENT, Muscat, Oman: Worked as a Senior Manager – Administration. It’s Mining Industry / Trading of Food commodity items:

Job Profile

- International Business Development – Chrome Ore Mineral
- Trading of Mineral / Food commodity items
- Mining Project Operations / Administration / Human Resource Management
- Corporate Social Responsibility (CSR) with Local/International Organization
- HRM of Localities & Expats
- Liaison with Government bodies
- Warehouse Management / Vendor / Contract Management
- Supply Chain Management → Local / International
- Export / Import / Logistics / Warehouse Management

March, 2010 to October, 2010

CHEMAF, SPRL Congo Africa worked as a Deputy Manager Facilities. It's Mining Industry and producing Copper & Cobalt.

Job Profile

- Administration / Facilities / Housing Management
- Corporate Social Responsibility (CSR) with Local/International Organization
- Expatriate Management
- Liaison with Local Govt. Bodies

August, 2009 to March, 2010

TIRUMALA SEVEN HILLS P LTD., worked as a Regional Manager – North. It was a backend services provider to Telecom Industry. (Reason for leaving: got an overseas assignment).

Job Profile

- Regional Administrative / Human Resource Management
- Contract Management
- Client Interaction
- Vendor Management
- Material Procurement

August, 2008 to July 2009

IBM DAKSH BPO Services Private Limited worked as a Manager –Transport.

Job Profile

- Administratively handle Transport Operations Management
- Transport Cost Management
- Service Level Management
- Vendor Management
- Escalation Matrix / MIS – Reporting, Billing, Health card

October, 2007 to July, 2008

PREMIER SHIELD PRIVATE LIMITED, New Delhi worked as a Head – FMS. Main profile was to set up All India Security, Facility Management Operations & Business Development.

Job Profile

- Business Development of Facility Management Vertical
- Administration Operations
- Human Resource Management
- Facility Management
- Initiate & Lead – Cost efficiency Improvement programs
- Liaison with various statutory Government bodies.
- Vendor Management

January, 2006 to January, 2007

CONVERGYS INDIA SERVICES P. LTD. worked as a Manager – Transport in their BPO operations.

Job Profile

- Transport Management of 2 Centre
- Initiate on SLA / Efficiency Increasing
- Administration Management
- Team Management
- Transport Management
- Security Management
- Liaison with various statutory Government bodies
- Vendor Management

October, 2004 to January, 2006

DELL INTERNATIONAL SERVICES, Chandigarh worked as a Facilities Senior Specialist. Set up & made their BPO operations in Mohali Chandigarh.

Job Profile

- Administration Management
- Facility Management
- Team Management
- Transport : Initiate & Lead – Cost efficiency Improvement programs
- Security Management
- Liaison with various statutory Government bodies
- Procurement
- Vendor Management

December, 1997 to October, 2004

CRESCO TECHNOLOGY P. LTD., Noida worked as a Senior Administration Officer. It was a Software Development industry.

Job Profile

- Administration / Human Resource Management
- Facility / Transport Management
- Vendor Management
- Security Management
- Liaison with various statutory Government bodies.
- Material Procurement

October, 1990 to November, 1997

LARSEN & TOUBRO LTD. – ECC CONSTRUCTION GROUP worked as a Senior Executive Officer – Administration at their Thermal Power Plant site and Regional Office.

Job Profile

- Construction Site Administration
- Human Resource Management (Outsource) at Sites
- Vendor Management
- Security Management
- Liaison with various statutory Government bodies.
- Maintenance of all company assets
- Budgeting & MIS
- P&M Movement

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