

Ajit Kumar

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Khel Gaon Road
NrAnsal Plaza,
New Delhi 110049

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Personal Profile

I am hard-working, motivated and enthusiastic Administrative Assistant with a proven track record in Academic work and project management. I always strive to achieve the highest standard possible at any given task and any situation. I am accustomed to working in a challenging and fast-paced environment

Education

S. No.	Qualification	Board/University	Year	Percentage/Grade
1.	Master of Business Administration in Human Recourse	Sikkim Manipal University	2015	Grade – C 55%
2.	Bachelor of Arts	University of Delhi	2011	42%
3.	Intermediate	C.B.S.E. Board	2005	50%
4.	High School	C.B.S.E. Board	2003	42%

Work Experience

Company : - All India Institute of Medical Sciences, Ansari Nagar, New Delhi

Designation : - Data Entry Operator

Period : - 01st October 2015 – Till Date

Main duties

Performed : -1. To assist HoD, Department of Urology, AIIMS
2. Co-Ordinate among Doctors, Office Staff & Patient
3. Prepare, compile and sort documents for data entry
4. Verify data and correct data where necessary
5. Maintain logbooks or records of activities and tasks
6. Enter data from source documents into prescribed computer database, files and forms
7. Maintain logbooks or records of activities and tasks

Company : - Dept. of Science and Technology on the pay roll of (All India Institute of Medical Sciences), New Delhi

Designation : - Data Entry Operator

Period : - 09th July 2012 – 13 March 2015

Main duties Performed in (Department of Science & Technology (DST)) :-

1. Prepare Sanction order to release the fund to different Organizations
2. Co-ordination with Principal Investigators to collect relevant financial documents
3. Prepare Agenda, notes and relevant information for meetings/Committees
4. Office management which includes response of mails against queries raised by Principal Investigators, letter dispatch, collection of documents and file/record management

Main duties Performed in (AIIMS, New Delhi)

1. Maintaining Files & Record in computer and physically also.
2. Coordination between patient and Doctor.
3. Preparing notes, circular and agenda for different meeting

Company : - Citi Bank on the pay roll of (Raaj Khosla & Co. Pvt. Ltd.), New Delh.

Designation : - MIS Coordinator

Period : - 07th September 2019 – 11th November 2011.

Main duties Performed: -

1. Allocate file to Vendor (Valuers Lawyer, PD Officer, Credit Manager)
2. Coordination with Lawyer
3. Coordination with Banker as well as Department

Key Competencies

Planning and organizing
Information collection and management
Problem solving
Attention to detail
Decision making skills
Communication skills
Confidentiality
Ability to work under pressure

Skills

MS Word
MS Excel
MS PowerPoint, etc.

Hobbies and Interests

In my spare time I enjoy reading and cricket as well as with family and friends over the weekend. I have a major interest in computing and I regularly do the exercise to keep myself active and healthy.

Referees

[Dr.Rohit Kaushal]

[Senior Resident, Urology]
Address: [AIIMS]
Tel: [26494884]

[Dr. Siddharth Yadav]

[Senior Resident, Urology]
Address: [AIIMS]
Tel: [26494884]

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