

# **CURRICULAM VITAE**

## **Present address:**

H-1854 Dundahera sector 21  
Gurgaon, (Haryana)  
Mobile +91 7428464274

**RAKESH KUMAR**

Email - [Rakeshsehrawat@gmail.com](mailto:Rakeshsehrawat@gmail.com)

## **Carrier Objective: -**

I want to be part of an organization where I can utilize my professional skills and business skills to contribute in the growth of the organization and to grow with the organization.

## **Working Experience: -**

**RBS (Royal Bank Of Scotland)(Payroll on Walsons Service) as Transport MIS executive:**  
(Since 03 June, 2015 To 30 June, 2017)

### **Responsibilities included:-**

- Handling Operations of transport help desk.
- Random compliance check.
- Manage MIS data
- Update transport related Data in portal
- Distribute roster with all vendor
- Manage trips sheet vendor wise and upload in portal
- Training to escort guards and drivers weekly.

**BT Global (Payroll on Walsons Service) as Transport MIS executive:**  
(Since 01 July, 2017 )\_Till

### **Responsibilities included:-**

- Handling Operations of transport help desk.
- Random compliance check.
- Manage MIS data
- Distribute roster with all vendor
- OTA Pickup & Drop Report Per Day
- No Show Report Per Day
- Compliance Report Per Day
- All Print Board copy & Vender copy shift wise
- Female tracking & First Tracking Report Per Day

**Other Qualification: -**

1. MS-office (Ms-Word, MS-Excel, MS-Power Point, Internet.)
2. Well Versed in all Basic Office Application.
3. 18 Months Diploma in Computer

**Educational Qualification: -**

- Passed Matriculation Examination from HBSC .2009
- Passed Intermediate Examination from HBSC.2011
- Passed Graduation From MDU University .2014

**Working Skills: -**

- Ability to work in highly motivated and dedicated environment.
- Sincere dedication to work effectively for the Organization.

**Personal Details: -**

**Father's Name:** Sh. Rohtash

**Date Of Birth** : 10<sup>st</sup> Sep, 1991.

**Gender** : Male.

**Marital Status :** Unmarried.

**Nationality** : Indian.

**Languages Known** : Hindi & English.

**Hobbies** : Computer Operating

**Permanent Address** : Vill – Bhadana post – Distt- Sonipat (H.R)

I hereby declare that above information furnished by me as authentic and true to my knowledge.  
I would sincerely serve the establishment providing me employment.

**Date:**

**Place: Gurgaon**

**(Rakesh kumar)**