

## CURRICULUM VITAE

**Diwakar Rai**

**Contact Information:**

**Permanent Address:**

Village & Post.- Chunni

Distt.-Buxar Bihar

Mobile: +919811244598

**Email:**

[raidiwakar.2010@rediffmail.com](mailto:raidiwakar.2010@rediffmail.com).

[diwakar.raai@blkashyap.com](mailto:diwakar.raai@blkashyap.com)

**Personal Data:**

Father's Name:

Sh.Harishankar Rai

*Date of Birth : 04-05-1980*

*Sex : Male*

*Nationality : Indian*

*Marital Status : Married*

*Languages*

*Known : English & Hindi*

*Interests and*

*Hobbies :*

Music &

Interacting with new peoples



**Academic record**

**M.A. (Economics)**, From Kanpur University

Kanpur (U.P.)

**2002**

**B.A.**, From Jaunpur University

Jaunpur (U.P.)

**2000**

(with Hindi, Military Science, Economics)

**10+2 (PCB)**, From U.P.Board,

Allahabad (U.P.)

**1997**

**10 th**, From U.P.Board,

Allahabad (U.P.)

**1995**

**Work Experience : 9 Years**

**1. Presently Working as a Sr.Time Keeper**

**M/S. B.L.Kashyap & Sons Ltd.**

(A well reputed construction company).

**Projects:** From 01<sup>st</sup> October 2007 to till date.

1.Jaypee Krescent Homes Noida

Sec.134 G.B.Nagar (UP)

2.BPTP Parkland Sec.77

Faridabad (HR)

3.Shiv Nadar University,

Dadri, Greater Noida, U.P.

4.Wipro Phase-2 & Plumeria Garden

Greater Noida, U.P.

5.Claridges Hotel

Shooting Range Road, Surajkund, Faridabad.(HR)

**Job Responsibility:** 1.Managing Labour & Staff Attendance,

Overtime & Leave.

2.Labour Supply billing.

3.Basic working of PF Compliance

4.Entry in package MSD Navision & Sky Drive.

5. Handling site HR work and coordination with Head Office (H.R.)

## Competencies

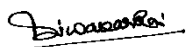
- Fast learner. Adapt well to changes and pressures in workplace.
- Work effectively with diverse groups of people
- Ambitious, hardworking and committed to excellence
- Committed to deadlines and schedules
- Honest, Sincere and a Hard Worker.
- Profession with Perfection

## Salary Expected

Salary Drawn	18000/- + Accommodations
Salary Expected	Negotiable

**Place :**

**Date :**

  
( **Diwakar Rai** )