

# **CURRICULUM – VITAE**



**Rama Shankar Jha**

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## **ACADEMIC QUALIFICATION**

**Graduation (BBA):** Pursuing from Sikkim Manipal University Delhi

**Intermediate:** From BSEB, Patna in 2007, secured 2<sup>nd</sup> Div. (52%)

**Matriculation:** Matriculation from BSEB, Patna in 2004, secured 2<sup>nd</sup> Div. (50.42%)

**Diploma :** Advance diploma in computer application

## **WORK EXPERIENCE**

**Apex Logistics:** Presently Working in **APEX LOGISTICS C/o Larsen & Toubro Ltd.** in Delhi International Airport as IR/HR Supervisor from 18 Aug 2009 to till date.

**Bajaj Allianz:** 1 Year marketing in Bajaj Allianz (L.I.C)

**Vijay Electrical Ltd.:** 6 Month Supervisor in Vijay Electrical Ltd. (Rural Electrification Project in Bihar)

**Andhra Cargo:** 2 Year`s Marketing in Andhra Cargo in Delhi.

## **JOB PROFILE**

- ❖ Screening of the workman (Departmental and Subcontractor).
- ❖ Maintaining workman inward and outward Register.
- ❖ Maintaining workman's History Book.
- ❖ Maintaining workman's retrenchment Settlement.
- ❖ Preparing Daily Labor Strength Report.
- ❖ Spot Checking at Site activities.
- ❖ Ensuring all the subcontractors and workmen are following the statutory compliance.
- ❖ Assisting to the time keeper for maintaining the site activities.
- ❖ Arranging Staff conveyance and accommodation.
- ❖ ESI Online & Generating Challan (Employee & Employer) Part.
- ❖ Workable knowledge of EPF

## **COMPUTER SKILL**

- ❖ Well Knowledge of MS OFFICE 2000 ( Ms Dos ,Windows Xp ,Ms Word)
- ❖ Ms Excel, Ms PowerPoint, Ms Access, Outlook Express & Internet.

## **PERSONAL DETAIL**

Father's Name: Shri Radha Raman Jha

Date of Birth : 11<sup>th</sup> Jan 1990

Nationality : Indian

Sex : Male

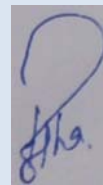
## **DECLARATION**

I hereby declare that the above written particulars are true to my knowledge and belief.

I assure to work sincerely and prepare to do hard work abiding to the organization.

Date: 16 June 2016

Place: New Delhi-75



Rama Shankar Jha  
Signature