

RAJEEV SAH

CAREER OBJECTIVE

To obtain a long term career with an organization, which has strong background, where I can grow professionally & my talent can be utilized to increase the productivity & performance of the organization.

SKILLS

Soft Skills: Quick Learner, Problem Solving, Good Interpersonal, Strong work ethics, Adaptability, Team work

Possess typing Speed 25-30 words per minute

MS office: MS word, MS power point, MS Excel

EDUCATION

M.A English, *Indira Gandhi National Open University (IGNOU)*

B.A (Programme), University of Delhi

EXTRA-CURRICULAR

Member of the organizing committee for International Yoga Day.

Member of two days' workshop on Agro-technology of some medicinal plants organized by Chaudhary Bham Prakash Ayurveda Institute and NMPB.

CONTACT

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WORK EXPERIENCE

Data Entry Operator, National Medicinal Plants Board (NMPB), Ministry of AYUSH

Duration: December 2014 – Present.

Duties Performed:

- **Expertise in Data handling:** responsible for Collecting, Data cleaning, processing data entry with verified highest accuracy and distribution of raw source documents, Identification of problematic/inconsistent data during the entry and comparison process.
- **Policy decision:** successfully interpreted data, analyzed the facts and consolidated the analysis into a report that helped to take important policy Decision.
- **Data presentation:** Presented data and conclusions to team in order to communicate the flaws, if any.
- **Coordination with other states:** coordinated with representative of other States, collected relevant information pertaining to the meeting agenda at state level.
- **Provide actionable insights:** conducted deep analysis of data and compiled it for sanction releases as and when required by predicting future outcomes.
- Creating and following processes to keep data confidential
- **Secretarial activities:** performed secretarial activities like Preparation of Agenda and minutes of the meeting organized by NMPB, Ministry of AYUSH.
- Performed testing of data entry screens for database limits and review of data entry guidelines as requested.
- Routed data to appropriate staff for follow up and additional review.