



RAJ KAPOOR

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job, which provides me job satisfaction and self-development opportunities and help me achieve personal as well as organizational goals.

EDUCATION

- 10th Passed from CBSE Board since 2004.
- 12th Passed from CBSE Board since 2006.
- Completed B.A. (Arts) from IGNOU (Indira Gandhi National Open University) since 2011.

EXPERIENCE

Uniexcel Polychem Pvt. Ltd. (Company Dealing in Import & Export)

Working as **MIS Executive** in Uniexcel Polychem Pvt.Ltd. Since 1 Aug, 2020 to 4 Dec, 2020.

- Daily Check Shock Report & also Update.
- Enter Order In Shock Report as per CRM Teams.
- Prepare MIS Report to Shock Related or send to Management.
- Prepare Various Type Report & Format as per Management requirement.
- Prepare Challan Book Format print.

Benny Impex Pvt. Ltd. (Dairy Equipment & Machine Industries)

Two Year Working Experience as **Executive Assistant Support** in Benny Impex Pvt. Ltd. since June 2018 to 14 July 2020.

- Machine Equipment Parts Inventory in CRM & Prepared Service Report of Defective Parts.
- Prepared Draft or Repair Estimate & also send to Customer.
- Prepared Performa Invoice or Quotation & Send to Customer.
- Prepared Service Report of Defective Parts in Excel & also update Complaint in CRM Software.
- Prepared Paid & Non-Paid Password MIS Report of Customer Wise.
- Check Daily E-Mail of Customer & reply to them or send Report to Manager.
- Prepared FSE (Field Service Engineer) Repair Attendance & Send to Manager.
- Prepare Various Types MIS report & send to Reporting Manager or Management.

Countrywide Network Pvt. Ltd.

Three years working Experience as Data Entry Operator in Countrywide Network Pvt. Ltd. Since July 2015 to April 2018.

Aroon Aviation Services Pvt. Ltd.

Nine Months working Experience as Computer Operator in NHAI-HQ (National Highway Authority of India) behalf of Aroon Aviation Services Pvt. Ltd. since Oct 2014 to June 2015.

- Typing Letter Drafting & Note Sheets.
- Prepared Report of Highways Related as per Reporting Manager (Admin.)
- Maintain Highways related File of as per Current Project.
- Prepared Courier Letter or Couriers & send to Concern RO (Regional Office), PIU (Project Implementing Unit Office).

G4S Facility Security & Services Pvt. Ltd.

Three years working Experience as Computer Operator in NHAI-HQ (National Highway Authority of India) behalf of G4S Facility Security Services Pvt. Ltd since Aug 2011 to Sept 2014.

- Typing Letter Drafting & Note Sheets.
- Prepared Report of Highways Related as per Reporting Manager (Tech.)-TN
- Maintain Highways related File of as per Current Project.
- Prepared Courier Letter or Couriers & send to Concern RO (Regional Office), PIU (Project Implementing Unit Office).

Spanco BPO: - 6 months working Experience as Customer Care Executive since 2009.

PROFESSIONAL QUALIFICATION

- One year Diploma in Computer Application from EICE Since 2009.
- Certificate in Web-Designing from ATIVS (Asian Technical Institute for Vocational Studies) since 2015.
- Certificate in Graphic Designing from ARENA Animation since 2016.

TECHNICAL & IT SKILLS

- **Operating Systems:** - Window-XP-2003/2007, 2010.
- **MS –Office:** - (MS-Word, MS –PowerPoint, MS-Access, Advance Excel.
- Working Knowledge of **Google Sheets**.
- **Web Designing:** - HTML, DHTML, Implementation of Java Script, JQuery, Internet, **Knowledge Figma Software, CSS**.
- **Graphic Designing:** - Adobe Photoshop CS6, Illustrator CS6, In-Design CS6, Corel Draw 16, & 17, **Knowledge Figma Software**.
- English Typing: - 50 w.p.m. & Basic Knowledge of Hindi typing

PERSONAL DETAILS

- Date of Birth : 22nd Feb 1986.
- Father's Name : Mr. Radhey Shyam.
- Material Status : Married.
- Nationality : Indian.
- Religion : Hindu.
- Language Known : Hindi & English.
- Hobbies : Watching News & Learning Creative Skills & Software.

My Graphic Portfolio

PORTFOLIO LINK: - <https://www.behance.net/gallery/48968071/PORTFOLIO>.

Date: __/__/__

Place: New Delhi

(RAJ KAPOOR)