

BALRAJ KUMAR

@ balraj कुमार54@gmail.com

9669174589

Street no. 7, q.no. 7/A Nandini Nagar township, Block- Dhamdha,
Distt-durg. (C.G.) Pincode- 490036



Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



Experience

Lallegro markserv Pvt. Ltd., Bhilai-3

20-12-2019 - 10-01-2021

Center manager (Retails & Mason)

- Recruit, retain, develop and replace required staff.
- Approval of center by state govt. as per SOP and as per respective trades.
- Mobilizing of candidates for the state as per PPWS.
- Placement of trained candidates as per PPWS.
- Co-ordination with state head,Q-team and MIS head for documentation and record keeping as per guideline of DDUGKY.
- Verification of bills for eg. Centre, Hostel, Food,computer, generator etc.
- Maintaining dropout the percentage of training.
- Maintaining absenteeism percentage of training.
- 100% Operational excellence for CCTV, Biometric,signage hostel requirements.
- Daily reports from mobilizers and HO.
- Audit handling from state govt.

Orion edutech Pvt. Ltd. , Raipur

22-10-2018 - 20-12-2019

IT Trainer

- Maintainance of all system in center.
- Taking Master IT session of students.
- Maintaining all CCTV backup.
- Coordinating with HO for the center biometric device.
- Handling center IT related reports.
- Maintaining IT stock of center.
- Define the skill set needed to perform different roles.
- Contributes to team effort by accomplishing related results as needed.
- Conducts computer training needs assessment by collecting information pertaining to work procedures work flow and reports understanding job specific functions and tasks.

VIBSS (VIDHARBH BAHU UDDESHIYA SHIKSHAN SANSTHAN), Raipur

15-05-2018 - 20-10-2018

English & soft skills Trainer

- Teach basic english skills including reading, writing and speaking.
- Engage students to ensure a lively classroom atmosphere.
- Compose lesson plans in order to successfully incorporate the full duration of each lesson.
- Planning course material and activities.
- Determine exam and assignment grades.
- Keep a records of students attendance and grades.
- Identify students with special requirements and create individualized plans.

Poineer carbon , Murmunda (Durg)

01-03-2017 - 15-05-2018

Sales Executive

- Track measure and analyse all initiative to report on social media ROI.
- Over see day to day sales, monitoring and forecasting to better understanding the market.
- Finds ways to sell products in face of a down market.
- Answer questions from clients.
- Stay up to date on current market trends.
- Work collaboratively with the sales team to address current projections.
- Collaborate with marketing team to creatively reach more potential customers.
- Take calculated risks to increase profitability and brand recognition.
- Own ultimate responsibility for successfully meeting or exceeding sales goals.
- Ensure the availability of stock for sales and demonstration.

E-Cartes (Election office),Durg

06-01-2015 - 31-12-2016

District Manager

- Voter registration.
- Data entry.
- Customer service.
- Voter outreach.
- Election co-ordination.
- Communication and documentation.
- Making voter list.

NMDC IRON ORE, Bacheli

28-07-2013 - 27-07-2014

Apprentice Trainee

- Maintaining and administering computer networks and related computing environments including system software, application software, hardware and configurations.
- Protecting data, software and hardware by coordinating planning and implementing network security measures.
- Troubleshooting, diagnosing and resolving hardware & software, other network and system problems.
- Replacing faulty network hardware components when required.
- Maintaining, configuring, monitoring virus protection software and email applications.
- Operating master consoles to monitor the performance of network and computer systems.
- Coordinating computer network access and use.

KFC, Raipur

20-12-2011 - 15-07-2013

Trainee shift manager (Sale executive)

- Shift supervisors help train new team members and motivate them through routine interaction, as well as planned recognition efforts.
- If there is a customer issue or inquiry the shift supervisor is the next point of contact for the customer if it has escalated from another team member.
- The shift supervisor then work to resolve the issue.
- Not only do the shift supervisors maintain the quality of food and products.
- The shift supervisor also checks the quality of restaurant's equipment and makes sure inventory levels are being maintained.
- Track daily costs and revenues.
- Help staff resolve on the job challenges.



Education

MATS (Distance)

2014

B.A.

55%

CSVTU

2012

Diploma Engg. (Polytechnic)

64.3%

CGBSE

2008

12th (higher secondary)

49.6%



Achievements & Awards

- Best co-actor in free style skit. Participant in NCC & Scout and Guide. Participant in inter state university running competition.



Language

Read - Hindi, english Write - Hindi, english Speak - Hindi, english, telgu



Personal Details

Date of Birth : 30-09-1990

Marital Status : Married

Nationality : Indian



Strength

Self confidence.

Smart working.

Initiator.

Self motivated.

Zeal to learn.



Declaration :

I do here by declare that the all above information is true to best of my knowledge & bear the responsibility for the correctness of the same.