

RAHUL SAINI

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CAREER OBJECTIVE

I seek to undertake a challenging opportunity where I can further develop and broaden my skills whilst also contribute positively and support the growth and attainment of the organization's strategic objectives

KEY SKILLS

- Disciplined and meticulous with a strong focus towards achieving goals with efforts backed by a positive and dedicated attitude
- Excellent organizational and prioritization skills; capable of successfully completing multiple challenges within tight deadlines without compromising on overall quality
- Strong team player and equally effective as an individual in unsupervised assignments

TECHNICAL SKILLS

- High level of skill in computer operation including the effective use of a wider range of programs including:
 - MS Office Suite
 - MS Word
 - MS Excel
 - MS PowerPoint
- Demonstrate keen ability to acquire new computer-related skills rapidly and effectively

WORK HISTORY

EVENTS, TEAM LEADER - FREELANCE

Feb' 2015 - Aug' 2016

Freelance

Duties:

- I have an experience of working from hospitality events to conferences
- Managing and dividing responsibilities of my team

T - Vantage Systems, Delhi

Duties:

- Devising, presenting ideas and strategies
- Monitoring performance of my team
- Grow new leads and maintain client relationship

INTERNSHIP – TRAINEE

July' 2013 – Dec' 2013

Omaxe, New Delhi

Duties:

- Learnt the basics by field experience and assisted senior engineers on real projects
- Built upon my key skillsets of CAD design and BOM generation

QUALIFICATIONS

Degree	University/ Board & Year of Passing	Percentage /CGPA
Graduation - Civil Engineering	ManavRachna International University/ Faculty of Engineering and Technology	60.75
Senior Secondary –P.C.M	Vivekanand School, CBSE,2010	59.8
Secondary	D.A.V. School, CBSE,2008	67

EXTRACURRICULAR PARTICIPATION & ACHIEVEMENTS

- Part of school Cricket team and even at college level
- Keen interest in races and even won medals for the same
- An active member of NSS [National Social Service] at college
- Been a part of Blood Donation Campaigns

PERSONAL DETAILS

- Name: Rahul Saini
- Date of Birth: 11/01/1991
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