**RAHUL MALIK**

New Delhi

India

Contact No: +91-9971430108

Email: rahulmalik737@gmail.com

**Career Objective:**

I am full of motivation and enthusiasm, always eager to take up interesting initiatives. I am interested in learning and growing beyond my areas of expertise. Moreover, I am a through professional and my goal is to grow steadily through sincere hard-work and attain higher levels of success. My aim is to work sincerely and develop my hidden potential, capabilities and skills to perform to my utmost level.

**Academic Qualification:**

* 10t from St. Joseph’s College, Nainital, 1999.
* 12th from Mount Carmel School, New Delhi, 2001.
* B.A. from Chaudhary Charan Singh University, 2004.

**Job Experience:**

* Worked with Wipro as a Customer Service Executive, 2006-2007.

*Worked with AOL retentions.*

* Worked with Hyper Quality India as a Quality Consultant, 2007-2009.

*Responsible for auditing client projects with documented feedback.*

* Worked with Optima International as a freelance trainer, a centre for grooming beginners for the corporate world, 2009-2011.

*Worked as a process trainer. Initiated audits for the training batches.*

* Worked with Affinity Business Solutions as a Sr. Quality Consultant from 2011-2015.

*Was responsible for providing feedback to my colleagues. Take up weekly quality meetings to update the teams regarding current issues. Working with the team for even better results with team spirit in a sales environment. Send EOD reports to respective directors. Meet up with new training batches, introducing them to the product and discussing the environment on the operations floor. Later, migrated to a new process as Team Manager an e-commerce project, and was responsible for handling the team and coach them on handling customers and orders. Building up relations with vendors and clients. Helping the HR function in recruitments.*

* Worked with Vidhi as Office Manager, Administration & Human Resources from 2015-2020

*The Vidhi Centre for Legal Policy is an independent think tank doing legal research and assisting government in making better laws for better governance in India.*

*At Vidhi- I lead the front functions, responsible for the entire gamut of people-oriented processes, point of contact for Research Directors office and the Board of Directors for managing institutional meetings, organizing conferences, retreats, gatherings, managing clients, maintaining office services by organizing office operations & procedures to ensure smooth operations delivery, controlling confidential government correspondence, reviewing and approving various requisitions, assigning clerical functions, managing administration. HR tasks included- Creating and maintaining a professional and friendly work-place with collegial atmosphere. Taking ownership of entire hiring process and managing entire employee and interns work-cycle from orientation to exit.*

**Personal Profile**

Date of Birth: 13th August, ‘81

Nationality: Indian

Marital status: Single

Language Known: English and Hindi

In Pastime: Wandering, Dreaming & Long walks

**Declaration:**

I hereby declare that all the information in this resume is correct and complete to the best of my knowledge and belief.

Rahul Malik

Date:

Place: