

RESUME



Name : NAVEEN KUMAR

Address : RZ 54 A street no 1
Sagarpur; Janak puri.

Mobile : 935065065

E-mail : naveendahya@gmail.com,
pa@chetakininternational.com

Objective:

To work in a challenging and fast paced environment, leveraging my current knowledge and fostering creativity, with many learning opportunities. I have excellent communication and interpersonal skills, good work ethic and the ability to work well in a team or individual environment.

Summary:

- Completed eight months computer course in Nov-2000 from MCS INFOTECH (P) Ltd.
- Completed Software Engineering from NIIT. From South EX- 1. In 2010
- Completed Graduation (B.com) from Delhi University.
- Pursuing MBA - IT and HR from Punjab University.

Educational Qualification:

G.NIIT.	NIIT(SOUTH EX-1)	IT Industry
DNIIT.	NIIT(SOUTH EX-1)	IT Industry
B(COM)	SOUTH CAMPOUS	Delhi University
S.S.C	ST.MARTIN DIOCESAN SCHOOL, DELHI CANTT	C.B.S.E
H.S.C	ST.MARTIN DIOCESAN SCHOOL, DELHI CANTT	C.B.S.E

Computer Skills:

Languages:	C & Data Structure, FOX-PRO-+, VB, VB.NET, JAWA, ADWANCE JAWA J2EE, ASP.NET.
Web Technologies :	HTML, XML, NET SURFING.
Operating System:	Windows98, Windows 2000, Windows ME, Windows XP, Windows Vista, Ms/DOS, Linux.
Data base:	SQL server, DBMS, RDBMS,

Key Skills & Strengths:

- Good Communication Skills, Self-Confidence, Inspiration leader quality (meditation, mind power). Punctual, Hard and smart Working. Problem analysis and problem solving skills. Bookkeeping skills.
- Keen to learn, Involves with full dedication to Projects / Assignments, Result Oriented, Always try to perform to the best of abilities. Result Oriented, Always try to perform to the best of abilities
- Good Knowledge of Computers Hardware as well as Software.
- Computer skills including the ability to operate a cash register, computerized, spreadsheet and word processing programs at a highly proficient level.

Summary of Skills and Experience:-

- 1.Worked with Bharti Airtel Services Ltd as an IT-Exe.
- 2.Worked with SHRI RAM MEMORIAL HOSPITAL at DLF Phase -V, Sikanderpur, Gurgaon(HR) as an IT and Admn. Executive.
- 3.Worked with Kidar Realtors & Developers pvt.ltd and Kundu construction Pvt. Ltd deals with Todays Infrastructure Pvt. Ltd , Gurgaon (HR) as an IT department & Personal assistant.

Job profile

1. Stabilization & maintenance of IT sector.

2. Maintenance of computer, Purchasing and assembling of the computers and their functions, Stabilization of the security cameras. Maintaining the databases management system.
3. Maintain stock, supplies and inventories audit monthly and weakly basis.
4. Take inventory , Order groceries and supplies, Check received stock against invoices, Dispatching of stock,
5. Record prices in the log book, Receive cash & provide correct change, Operate the cash register, Make deposits.
6. Maintain a manual general ledger, Print and record receipts, Payments of Venders.
7. Reconcile Bank statements, Keep track of customer credit, Collect receivables.
8. Perform other related duties as required.

Other Responsibilities

1. Manage and maintain executives schedules, Appointments and Travel arrangements, Arrange & Coordinate.
2. Taking care of all Insurance policies & their renewals.

4. Worked with VIPUL Motors Pvt Ltd, UDV , Gurgaon in ADMIN & E.D.P (ELECTRONIC DATA PROCESSING) As Senior Executive. (Oct-2012 to Dec 2016)

JOB PROFILE

- Maintain the networks of the computers, Data sharing, file transfer, Web console management.
- Working on Ms excel and power point. Using pivot tables; conditional formatting; using VBA projects and formulas and logics on excel and power point PPT projects. To coordinate to team and help on the projects. Monthly audit and check reports. Proficiency in excel and power point.
- Purchasing and assembling of the computers and their functions. Maintaining and keeping all the records of warranty of computer, photocopier , Printers etc.
- Turbo suiting of D.M.S- ORILINK , STORE MANAGEMENT SOFTWARES- SMS- PACKAGES .
- To Maintain Data base, Securing Data. (MANAGE ESCAN MANAGEMENT CONSOLE).
- Installation & Operate of all Operating Systems (MS Win- 98, 2000, XP & WINDOW SERVER NT.4, SERVER 2003 all Office Package (MS Offices 2000, XP, 2003 & 2007) and Troubleshooting of all uses Software.
- User account creation and maintenance.
- Troubleshooting. Maintaining Company Employee Email Accounts.
- Backup & Restore Data, System Restore, CCTV installation & Troubleshooting.
- Manage Backup & Restore files from all types backup & restore utility.
- Support to end user through Remote desktop connection & Providing Office support
- to assist staff and users with computer hardware/software and related problems. Configure to DNS, DMS Support, VPN, Remote Desktop, Remote Assistance, Backup --Ammy admin or Team Viewer.
- Troubleshooting using Ammy admin, Team Viewer.
- To check all the Reports, Bill, Receipts, follow up, SMR, Etc and Audit monthly and weekly wise.
- To check all the mail and deliveries. Forward all the queries to higher authority and reply back.
- To Responsible and to supervise all activities of Security, Housekeeping & pantry Staff.
- Maintain Attendance and leave of the staff.

5. Worked with CliniExperts Services Pvt Ltd at Janakpuri New Delhi As E.A & Admin - Jan-2017 to feb 2018.

JOB PROFILE

As Admin :

- Facility to workstation and Employees.
- Take care of all the manual and auto Generated Billing, Communication Billing, Electricity bill, ect.
- Take care of Insurance and lease agreement of the company.
- Take care of cash Withdrawals and Cheque deposits, Bank-International Remittance, loan , Credit Card Payments, Bank Reconciliation, Transfer of the accounts.
- Take care of Customer related quires and vendors, maintaining Courier Tracking sheet online, responsible for the in and out going courier tracking – as on G doc sheet.
- Update TDS File Every month, Keep all the hard copy of the invoices in their respective files, Keep Invoice of any Assets purchased in Assets file.
- Regular Follow Up with clients for pending payments.
- Check all the electrical equipment's working well, repair them if needed, Check the water in inverter batteries and replace them if needed, Maintenance of all ACs prior to summer start.
- Check the petty cash book , Day book on daily basis, Procurement Of pantry durables, Housekeeping Stuff, Stationery, Etc
- Daily thoroughly visit to FF office every morning to ensure cleaning, Weekly meeting with support staff for equal delegation of work,Assign special work to each support staff for Saturday
- Maintain the inventory register to ensure the stock.
- Supervise support staff for better and timely cleaning.
- Check All the software, PC, Laptops, Printer, scanner and Maintain the Backup for Weekly basis of all the Work stations, and responsible to resolve all the query related to IT. Monthly checking of all the Equipment for smooth functioning.

As HR (EDP)

- Coordinate with consultants for employee hiring/ CVs , Update 'CVs Details' g-doc with new CVs.
- Candidates interview schedule emails for new hiring's.
- Candidate follow up for interview.
- Provide assistance for online general aptitude test.

- Preparation of offer letters
- Preparation of appointment letters
- Preparation of Non-Disclosure Agreement(NDA)
- Preparation of increment letters
- Preparation of experience letters, Preparation of relieving letters
- Get the NDA signed from every new employee and notarization, Induction of new employee , Get the work station ready for new Employee.
- Employee ID cards, assigning access cards, registering on machines.
- Check All the software, PC, Laptops, Printer, scanner and Maintain the Backup for Weekly basis of all the Work stations, and responsible to resolve all the query related to IT. Monthly checking of all the Equipment for smooth functioning.
- Preparation of leave policy and distribution to every employee.
- Internal email for birthdays and other events, Arrangements of lunch for guests , Getting arrangements for Diwali, Holi, New Year etc parties.
- Control Bio- metric, Access Control, Timings of the Employees and prepare salary.
- Routine and Timely checking of the Cameras, Epbax, Server – Machine.

**6. Presently working with CHETAK GROUP at head branch office situated at Kapshera border New Delhi -110037
As a Personal Asst. to the Managing Director - 01st Feb-2018 to till date.**

- **Coordinate executive communications, including taking calls, responding to emails on the outlook with operating 5 (five) email id and interfacing with clients. (Maruti Suzuki, ford, Tafe, New Holland, Escorts, Honda motors & 2wheelers, Bosch, Hero motor corp, Renault Nissan, etc.**
- Check and update the quotation/Contract and agreement of client.
- Check the daily basis office administration work like send attendance to Director, Order office supplies, Book travel arrangements & Events arrangements, check the office security, CCTV and housekeeping, provide general support to visitors. Generate reports, handle multiple projects Book conference calls, rooms, taxis, couriers, hotels etc as admin related work.
- Prepare internal and external corporate documents for team members and industry partners.
- Schedule meetings and calendar management.
- Coordinate with all branches related business, performance, requirement and ETC.
- Coordinate with vendors/supplier related office requirement and bill payment of vendors.
- Attend all meetings with the Director, prepare and organize paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports. Compose type and distribute meeting agendas and minutes, routine correspondences and reports.
- Collect and coordinate the flow of internal and external information. Supervise subordinates in performing administrative tasks and responsibilities.
- To prepare reports on Fleet Management System, and to communicate with the departments, like tracking, documentation, happy card, fast toll tag, RTO, etc..
- Prepare internal and external corporate documents, agreements, cost breakup, order finalization, follow up for the payments for team members and industry partners, proper filing of the documentation.
- To check credit card payments, insurance policy , services, etc.
- Schedule meetings and appointments and manage travel itineraries, with air Booking, necessary Visa, arrange currency, national and international Shuttle Booking, Hotel booking, online and through manual respectively.
- To cross check Vendors payment, vouchers, day book, bank account reconcile, salaries, Employees EPF and ESI, etc.
- To maintain discipline in the office, make notices, article, circular, etc.
- Maintain an organized filing system of paper and electronic documents with digitation.
- Uphold a strict level of confidentiality.
- To Prepare Quotations for Domestic and International clients, handling of the mail, and to reply with the discussion with boss.
- Maintain Damage reports, delay reports, complaint mails etc for 95 branches of the warehouse.

PERSONAL INFORMATION		
Name:	NAVEEN KUMAR	
Father's Name:	SH. PRATAP SINGH	
D.O.B:	26th JANUARY, 1985	
Address:	HNO- 54 , STREET NO 1 , EAST SAGARPUR- D.BLOCK JANAKPURI DELHI.	
Phone No:	9015145639	
Nationality:	Indian	
Languages:	English, Hindi.	
Email:	naveendahya@gmail.com naveen.rao@cliniexperts.com	pa@chetainternational.com
D.L & Passport No:	P0904201329551	

ACHEIVEMENTS IN CO-CURRICULAR ACTIVITIES

- Attended Hutch Marathon Race. (2005)
- Awarded Best Athlete in Annual Sports Meet.(2002)
- Awarded Best Athlete in Annual Sports Meet.(2002)
- Second position in 3000mts Race in Annual Sports Meet A.P.S. Sports Meet. (2001) BETWEEN 50 SCHOOLS
- Second position in 400mts. Relay race DELHI SCHOOL SPORTS & ACTIVITIES BOARD ZONE XX-SW AT MODERN SCHOOL
- Third position in 200mts. Race in DELHI SCHOOL SPORTS & ACTIVITIES BOARD ZONE XX-SW AT MODERN SCHOOL
- Second position in Long Jump in DELHI SCHOOL SPORTS & ACTIVITIES BOARD ZONE XX-SW AT MODERN SCHOOL
- First position in 800 mts. Race in DELHI SCHOOL SPORTS & ACTIVITIES BOARD ZONE XX-SW AT MODERN SCHOOL
- First position in 3000mts. Race in DELHI SCHOOL SPORTS & ACTIVITIES BOARD ZONE XX-SW AT MODERN SCHOOL

I hereby declare that the above information is correct to the best of my knowledge.

Date: _____

(Naveen Kumar)

- Website updates, Social Media updates with guidance of Director.