



Rahul Singh

Date of Birth: 21st Sep, 1987

Address

A-135, 2nd Floor, Raju Park, Deoli, Near Khanpur, New Delhi-110062

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Profile

Objective Being a tented, accomplished and highly organized candidate I am seeking a position of Operation Executive where I can use my extensive knowledge of handing and managing daily schedule tasks of a person I am assisting.

Key Skills

- Good knowledge of all parts of M.S. Office → Word, Advance Excel, Power Point, Internet etc.
- Good knowledge of Operating System: Windows 98 and Windows XP.
- Good typing speed - 25 words per minute with 96% accuracy.

Education

- **2014** MBA From Sikkim Manipal University
- **2009** Graduation from Delhi University (DU), Delhi.
- **2006** Intermediate (12th) from C.B.S.E. Board, Delhi.
- **2004** High school (10th) from C.B.S.E. Board, Delhi

Work Experience

“MOHAN OVERSEAS PVT LTD”

Executive Assistant to Managing Director

Mar, 2018 to Till Date

- Produces information by formatting, inputting, editing text and data.
- Drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintaining all the personal accounts of the Director,
- Contributes to team effort by accomplishing related results as needed.

“VARRSANA ISPAT LIMITED”

Executive Assistant to CEO

April, 2014 to Feb, 2018

- Maintaining all the personal accounts of the CEO,
- Correspondence via mail and e-mail,
- Arranging for meetings for the CEO,
- Co-ordination with all the departments,
- Travel bookings (including International bookings) and Hotel bookings,
- Assistance for Passports,
- Banking related work
- Looking after Cash Payments & Preparing Cash & Bank reconciliation statements at the end of every month
- Assistance for overall office administration and also recruiting process,
- Documentation,
- Making monthly reports,
- Order execution, Production Planning, Telemarketing, Purchases,
- Day to Day Reporting to Directors via Voicemail & e-mail,

“EYL LIMITED”

Personal Assistant to Director

February, 2011 to March 2014

- Reading, monitoring and responding to the Director email,
- Answering calls and handling queries,
- Preparing correspondence and commissioning work on the Director behalf,
- Liaising with staff, clients, etc.,
- Managing the electronic diary, booking meetings,
- Taking dictation,
- Planning, organizing and managing events,
- Conducting research on the internet,
- Preparing papers for meetings,
- Managing and reviewing filing and office systems,
- Typing documents,
- Sourcing and ordering stationery and office equipment,
- Assistance for Passports,
- Banking related work
- Travel bookings and Hotel bookings,

Languages Known

- English
- Hindi

Personal Details

- Father's Name : Mr. Shoraj Singh
- Marital Status : Married
- Nationality : Indian
- Conveyance : Own Bike & Car

Declaration

- I am comfortable to work in any shifts.
- I am confident of my ability to work in a team

Date :

Place : New Delhi

(RAHUL SINGH)