

## **CURRICULUM VITAE**

### **Rahul Kumar Verma**

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**OBJECTIVE** I wish to undertake a challenging career, which would give me an opportunity to grow as an individual and acquire the knowledge and ability to contribute to the success of my organization.

### **SKILLS & CAPABILITY**

- **COMMUNICATION** - Posses Good Communication qualities & proficient in presentation skills. Ability to innovate & generate new ideas & capability of expressing them in a creative as well as understandable manner.
- **TEAM WORK**- can work in a team to achieve the organizational Goals.
- **FLEXIBILITY/ADAPTIBILITY**- Can adjust in different working condition.
- **COMPUTER SKILLS**- Working knowledge of computers and MS Office.

Qualifications	Board/University	Year of passing	Marks Obtained
10th	CBSE	2003	53%
12th	CBSE	2005	53%
B.Sc. (Hotel Management)	Sikkim Manipal University	2009	54.54%
Computer Applications (Basic)	DOEACC	2011	72%
MBA (HR & Administration)	Sikkim Manipal University	2012	59%

### **HOBBIES**

Play Cricket, Travelling, Watching TV, Watching Movies and Play Computer Games.

Writing about food, Part time food Blogger:-

<http://epaper.mailtoday.in/1929588/Mail-Today/NewsPresso#page/16/1>

<http://epaper.mailtoday.in/1949197/Mail-Today/Mail-Today-Issue-December-23-2018#page/19/1>

### **EXPERIENCE**

I. **India Today** as "Executive Assistant" of Editor of **Mail Today Newspaper**.  
(June 2018 to till date)

1. Booking news meeting venues, maintaining attendance records, keeping track of ODs/leaves/offers, paperwork relating to All bills & vouchers.
2. Maintain and send the Daily reports.
3. Record the Minutes of the Meeting.

4. Correspondent's productivity report (includes word count)
5. Compiling afternoon and evening News lists.
6. Interdepartmental coordination: From IT to Transport to Security.
7. Arranging interviews/tests of candidates.
8. Secretarial work relating to Mail Today Editor office.
9. Travel and accommodation Arrangements.

II. **Rurban Agri Ventures India Pvt. Ltd** As an "Assistant Manager" Administration  
(Jan 2018- May 2018)

1. Travel and Accommodation arrangements.
2. Petty cash.
3. Printing Visiting Cards ID Cards, Envelops, Letter Heads Etc.
4. Vendor Management.
5. Conclude event contracts and undertake negotiations, finalize payment modalities, monitor contract status.
6. Monitors the availability of Stationary and stocks.
7. Letter (In and Out Delivery).

III. **News24 Broadcast India Ltd.** as "Executive -Administration & Operation" 9<sup>th</sup> September 2014 – 31<sup>st</sup> December 2018. (4 Years 3 Months)

Job Profile:

1. Facilities Management.
2. Provide administrative support to Employees.
3. Monitors the availability of Stationary and stocks.
4. Handling Housekeeping and Security staff.
5. Travel and Accommodation arrangements.
6. Helps in preparing budgets and monitor the expenses.
7. Petty cash.
8. File management (For Correspondence and Office Records).
9. Printing Visiting Cards ID Cards, Envelops, Letter Heads Etc.
10. Vendor Management.
11. Conclude event contracts and undertake negotiations, finalize payment modalities, monitor contract status.
12. Handling CCTV.

IV. **Genpact** (Process Associate) Dec 2011 – July 2014.

V. **Intelenet** (Customer Service Associate) Feb 2010 – Dec 2011.

VI. **The Park** (Hotel) as an " Asst. Steeward" (F & B Service) Jan 2008-Dec 2009.

**PERSONAL DETAILS**

Name	Rahul Kumar Verma
Date of Birth	25 <sup>th</sup> September, 1987
Sex	Male
Nationality	Indian
Marital status	Unmarried
Father's Name	Mr. Ram Khilawan Verma
Address	E-1/127, Jaitpur Extension, Ismailpur road, Badarpur, New Delhi, India 110044
Contact No.	+919891850599,
E-Mail	rahul5009verma@gmail.com
Skype ID	rahul25verma
Language known	English & Hindi

**Date:** 26<sup>th</sup> March 2018

**Place:** New Delhi

(RAHUL KUMAR VERMA)

