

Resume

Name : SAURABH JAIN

Father's Name : Dr. Sudershan Kumar Jain.

Date of Birth : 2nd August 1990

Permanent Add. : 130, PARSHVA VIHAR, Plot No. 50, I. P. Extension, Delhi-110092.
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Educational

- Qualifications :
1. MBA in HR from Distance Education of Pondicherry University, Pondicherry in 2nd Division in the year 2016.
 2. Passed B.Com. from School of Open Learning of Delhi University In 2nd Division in the year 2012.
 3. Passed Senior Secondary Examination (Class XIIth) from C.B.S.E. in 2nd Division in the year 2007.
 4. Passed Secondary Examination (Class Xth) from C.B.S.E. in 1st Division in the year 2005.

Professional

- Qualifications : Passed Two Year E.T.E. Diploma from D.I.E.T. Karkardooma of S.C.E.R.T., Delhi in Ist Division in the year 2009.

Add. Professional

- Qualification : Successfully completed Shorthand.

Computer

- Courses : Successfully completed the Advance Course in Computer Application of one year from Gurukul Technicals Institute (ISO-9001:2000 Company), A/10, C.C. Colony, G.T. Karnal Road, Delhi-7 from June 2009 to May 2010 and secured Grade "A+".

- Conferences Attended : 1. Participated in International Conference on "Human Rights in the 21st Century: Global Perspective, National Challenges" held at India International Centre, Lodhi Road, New Delhi on 14-15 February, 2012.

2. Participated in “World Vegetarian Awareness Day & Addiction free Lifestyle – A WAY TO HEALTH Y LIVING under the programme Training on the Trainers held at Sirifort Auditorium, Khel Gaon, New Delhi- 110049 on 16-17 November, 2013.
3. Participated in FORE INTERNATIONAL MARKETING CONFERENCE “Reinvesting Marketing for Emerging Markets” held at FORE School of Management, B-18, Qutub Institutional Area, New Delhi – 110016 on 28-30 November, 2013.
4. Participated in the VEGICON 2014 6th ALL INDIA DOCTOR CONVENTION on Integrating Vegetarianism & Health Life Style held at India Habitat Centre, New Delhi on 5th January, 2014.

Language
Proficiency

: Hindi, English

- Experience : Presently, I am working as Private Secretary to Chief General
- , IGL Bhawan, Plot No. 4, Community Centre Sector 9, R K Puram, New Delhi - 110022, on contractual basis since 25th August, 2014 to till date. Previously, working jointly with Vice President and Chief General Manager.

Job Profile

- Assisting Chief General Manager in his routine work,
- Assisting Vice President in his routine work,
- Receive, direct and relay telephone messages,
- Provide word-processing and secretarial support,
- Type confidential documents on a word-processing system,
- Coordination with employees at various sites and control rooms.
- Handling reporting and status to the senior management,
- Working on SAP, ESS, BWS, FTS softwares,
- Administration work related to purchasing, preparing and maintenance of equipments,
- Maintaining the database of employees,
- Office Mgmt. involving computer based communication correspondence / document filing and maintenance etc. and other duties as assigned by Chief General Manager from time to time.

Worked as Office Assistant in HITC Travels Pvt. Ltd., U-180, First Floor, Vikas Marg, Shakarpur, Delhi- 110092, from July, 2009 to 14th August, 2014.

Job Profile

- Responsible to perform the secretarial tasks for the Managing Director,
- Looking after the calendar management, communications of the Managing Director,
- Looking after the Scheduling of the meetings,
- Preparation of Power Points/ Presentations for the meetings,
- Supporting the Managing Director in the preparation of all documentation required for key decision making as and when required,

- Providing the administrative and logistics support, day to day operations in administration,
- Coordination with clients and solving their queries, bridging the gap between the Clientele and the organization,
- Maintenance and updation of Database of the clients and updating their profiles,
- Coordination with the external vendors to ensure the smooth running of activities,
- Looking after the Correspondence work / document file maintenance etc. and other duties as assigned by Managing Director from time to time.

Career Objective : To pursue a long term productive career with leading Corporate / PSU, MNC, Educational Institute and to work in a team and existing environment to make positive contribution towards the society.

(SAURABH JAIN)