

CURRICULAM VITAE

JITENDER RAWAT
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OBJECTIVE

A Challenging Position in a good organization where I can enhance my skilled knowledge with the company goal and position.

Professional Qualification

- Basic Knowledge of Computer.
- Certificate in ADVANCE EXCEL from NIIT.

Educational Background

- Graduate in B.SC from Karnataka state open university. {KSOU}
- 12th Class Pass from C.B.S.E. in 2009.
- 10th Class Pass from C.B.S.E in 2006.

Experience

Worked as **Executive Assistant -CEO office** in “**Glaze Trading India Private Limited**” from 07-March-18 to 03-April 2019

- Arrangement travel & Accommodation.
- Monitoring & Assisting with Ad hoc projects.
- Keep full list of all meetings tracked.
- Coordinate all functions within the office to the senior members and the wider team.
- Preparation of material for internal and external presentations & Organizing and servicing meetings (producing agendas and taking minutes)
- Preparing Presentations, managing and reviewing filing & office systems, typing documents.
- Calendar Management
- Organizing meetings & appointments & preparing MOM.
- Maintaining & updating the calendar on regular and plan activities in advance as per requirement
- Organizing and servicing meetings (producing agendas and taking minutes
- Vendor Management
- Meetings & Appointments fixing
- Expense maintaining
- Planning targets, monitoring numbers and achievement of overall targets on a daily, weekly & monthly basis in adherence to the pre-set standards.

PAST EXPERIENCE

1-year Experience as Executive Assistant -M. D office with Akums Drugs & Pharmaceuticals Ltd from 06-Mar-2017 to 06-Mar-2018

- GAP analysis report of commercial products documents, products queries on daily basis & reporting to Directors.
- Coordinate with plant manufacturing & corporate team regarding products Documentation & clients complaints.
- Arranging travel management
- Take up of final BD escalations with plant team vice versa.
- Coordinate with H.R & other departments
- Handling Business Development team queries, technical documentation, samples query as per Clients requirement.
- Maintaining daily basis MIS reports of team productivity.
- Keep recorded Commercials products details database.
- Organizing meetings & appointments & preparing MOM.
- Maintaining & updating the calendar on regular and plan activities in advance as per requirement
- Organizing and servicing meetings (producing agendas and taking minutes
- Organizing events & Conference.
- Managing databases and filing systems.
- Maintaining the records of office expenses and costs.
- Vendor Management.

2 Years & 1 months experience as Office Coordinator cum Assistant with "SATIN CREDITCARE NETWORK LIMITED" from 23rd July 14 to 17th August 2016.

- Handling all branches "Back office" & Admin Works PAN INDIA.
- Prepare MIS reports (daily /weekly/monthly) of the branches in my zone.
- Report to manager on a day to day basis.
- Coordinate with branches for achievement of their monthly business targets & for the profitability of the branches also for outstanding & late collections.
- Working with Software (MS-DOS, Urban accounting) for monthly collection reports and various MIS generation like late cases lists, outstanding lists etc.
- Helping branches resolve any repayment problems with customers as they are encountered.
- Taking care of Branches loan files from login to disbursement on daily basis like documents verification, calling to customer for rechecking of issues related to their loan files.
- Customers Background verifications & documents verifications.
- Maintaining Loans NOC Cards & attendance details for all branches.
- Reconciliation of couriers bills on daily basis.
- Ad Hoc data collection, analysis and reporting as required. (I. e. Data/ Field Formatting, Data Storage, and report Generation.
- In depth coordinate with branch & Regional Office level of all process related issues.
- Active contribution in ad-hoc activities like training of fresh team members, fraud investigation, pro-active reporting of risky field events etc.

2-year experience as MIS Executive cum Assistant with “FRONTLINE (NCR) BUSINESS SOLUTIONS PVT.LTD” from 08th June 12 to 10th July 2014.

- Taking Care of ICICI/LVB/CBI bank project PAN INDIA.
- Vendor Management-Query handling, payment advice.
- Making all invoices of all services in ATM (CARETAKER, HOUSEKEEPER, R&M).
- Coordinating with Clients regarding any escalation.
- Ensure the carrier bills receipt tracker on weekly basis.
- Recording vendors bills on regular basis.
- Follow up dispute invoice and reporting account department.
- Maintain Daily MIS and attendance of all supervisor and caretaker through field supervisors.
- Maintain Attendance & Employee Master Data and send to Client.
- Making of Wage Register, Wage sheet and other compliance documents monthly basis.
- Planning targets, monitoring numbers and achievement of overall targets on a daily, weekly & monthly basis in adherence to the pre-set standards.
- Provide information to management and meet weekly to ensure consistency in data and information across the company.
- Generate, maintain, and analyze present daily / weekly / monthly Expenses, Quality and Client Service reports.
- Monitor implementation of MIS processes and evaluate their effectiveness.
- Standardize similar reports across clients, departments and teams.
- Understand requirements, design formats, deploy formats, follow up with Business Development Team, Client Services Department, and Quality team and validate data.
- Vendor Reconciliation.

Personal Details

Father Name	-	Mr. K.S Rawat
D.O.B	-	12.09.1991
Nationality	-	Indian
Gender	-	Male
Status	-	Married
Languages Known	-	English & Hindi

Strength

1. Ability to handle job with full concentration.
2. Determination & Positive approach.
3. Able to work in pressure

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Date:-

Place: -

(JITENDER RAWAT)