

Curriculum Vitae

GAURAV KUMAR,

B-12 , Sec. - Gamma-2,

Greater Noida, G.B. Nagar,

thakurgauravrawat@gmail.com

Contact No. +91-9555075022, 9458474677

CAREER ASPIRATION

Aspire to be a proficient professional, in the organization where I can utilize my current competencies and hone skills for future excellence in line with the organization goals and requirements.

Key Responsibility

- Handling Admin work & managing administrative activities.
- Handling stationary & dress material record keeping.
- Managing Cafeteria, Canteen,& pantry for top management , customers ,and staff
- Handling Transport, Logistics, owner vehicles, Cabs, shuttle service route maps,
- Handling guest service, cabs & Hotel booking
- Handling Vendor management, back office operations, Petty cash, internal office correspondence, mails, monthly billing, payments processing.
- Handling all Manpower of Driver, Peon, Housekeeping, Securities, Horticulture, Technician,
- Preparing monthly report pertaining to required for maintaining office infrastructure and facilities.
- Maintain a proper and user friendly filling and document control system for recording and tracking of all documents & renew AMC
- Managing purchase for organization requirements
- Provide full support of IMS department, During internal audit & ISO.
- Hiring & attendance of temporary manpower .
- To support and produce all required event documentation including but not limited to, route maps, site plans, operations manuals, health & safety documentation, staff responsibilities, traffic management plans .

WORKEXPERIENE

- Working with **Aforeserve.Com Ltd.** as a Sr. Admin Executive from 27 April 2018 to till date.
- Worked with **Imdosolar Ltd.** as a executive from 1 feb. 2016 to 25 April 2018
- Worked with **India Exposition Mart Ltd.** as a Executive from 11 May. 2013 to 15 Jan 2016

Event Experience with Exposition Mart Ltd.

- Auto Expo 2014, 2016.
- Indian Handicraft Gift Fair 2014,2015
- Corr Expo

- Surface engineering.
- Fitax Fit 2015 & 2016
- Putech .
- Home Expo.
- Miditech Pvt Ltd.
- Live India.
- IFJAS

Software Skills

- Proficient in Ms Office, PowerPoint, Excel.

ACADEMIC PROFILE

- **10th** from U.P. Board Allahabad
- **12th** from U.P. Board Allahabad
- **B.A** from DBRAU University Agra (Three years Full Time)
- **PGDM** (Marketing & HR Management) from RBMI business school Greater Noida (Two years)

Personal Information

Date of Birth	:	13 July, 1990
Language Proficiency	:	English & Hindi
Strengths	:	Leadership, patience & Positive attitude
Address	:	Bhagwat Singh
		V.- Siriyal, PO.- Jahangirpur
		Distt. - Bulandshahr, U.P.

I, hereby declare that the information stated above is correct & authentic.

Date

Gaurav Kumar