



# Curriculum Vitae

ABHISHEK RAI

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✚ **PRESENT ADDRESS:** SANJAY NAGAR, GHAZIYABAD 201010.

✚ **PERMANENT ADDRESS:** GHAZIPUR, VARANASI (U.P.) PRADESH) 233225.

## EXCLUSIVE INFORMATION

❖ **Father's Name** → Dinesh Rai

**Nationality** → Indian

❖ **Date of Birth** → 01-Aug-1992

**Language** → **Spoken** – English & Hindi

**Written** – English & Hindi

**Profile:** ADMINISTRATION

**Total Exp:** 6 Year

**Passport:** Yes

## OBJECTIVE

To work in the area where my knowledge and experience can be best availed of and be an asset for the organization for its mutual growth. To pursue a career, which requires an optimistic attitude, high confidence and the absolute intelligence in the motivational, progressive, and friendly environment, where the individual achievements and performance will be counted.

## SYNOPSIS

- ❖ Quick Learner, with an ability to easily grasp things and put into application new ideas, concepts, methods and technologies.
- ❖ Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively.
- ❖ Highly ambitious to achieve organizational as well as personal goals, friendly with an upbeat attitude.

## STRENGTHS AND HOBBIES

### Strength:

- ❖ Positive Attitude
- ❖ Flexible by Nature
- ❖ Punctilious
- ❖ Surviving mastery in every circumstances
- ❖ Personality/Dynamism

### Hobbies:

- ❖ Playing Badminton
- ❖ Watching Movies/Tele shows
- ❖ Roaming across different places
- ❖ Cooking
- ❖ Sustain Adaptation
- ❖ Internet surfing

## WORKING EXPERIENCE: Total 6 Year of Exp.

### 1. SHUBHAM HOSPITAL PVT. LTD.:-

Shubham Speciality Hospital for providing Super-specialty world class patient care in Varanasi, India. Shubham Speciality Hospital is a well known High-Tech hospital having five star facilities with "state of art" cardiac science department in this region. Shubham Speciality Hospital combines the latest medical equipments with eminent physicians, surgeons and nursing teams to deliver superior & satisfactory clinical and surgical outcomes.

**Designation:** Front Office Executive

**Duration:** 7-Jan-2012 to 30-April 2014 (2Year 4Month)

**Location:** Varanasi

**Reason for Leaving:** For better future prospects.

**Employment & Work History:**

Welcomes patients and visitors by greeting patients and visitors in person or on the telephone answering or referring inquiries Optimizes patients' satisfaction. Provide time for visitors for meeting their patients. Treatment room utilization by scheduling appointments in person or by telephone. Connect patients to doctors' and responsible for maintaining patient records as well as handling bills and processing insurance.

**Induction and Orientation:-** To provide a proper Induction and Orientation Program to the new joiners. To ensure that those employees who join at the different units are issued /briefed on their role and responsibilities by issuing them the job description and key result areas in consultation with Departmental Head. Prepare induction schedule of new joiners after coordinating with all the department heads. Provide all the necessary items to the new join like employee id, ID card for punching attendance system etc. Issuing the offer/appointment letters and welcoming letter. Check the References of the join before they join. Provide reimbursement record like Mobile / Telephone to new joiners.

**2. SMARTSHORE INFOSERVICES PVT. LTD.:-**

Smart shore is a service based company that strives to offer its clients the right globalization strategy based on their business processes. This entails a hybrid of on-shore, near-shore and off shore models. Smart shore specializes in outsourcing Services which includes IT staffing, IT Application Development, IT Infrastructure Management and Knowledge Process Outsourcing. Smart shore aims at providing a transparent, efficient, low-cost outsourced model that is combined with top class service delivery.

**Designation:** Sr. Admin Executive

**Duration:** 1 May 2014 to 25 June 2016 (2 Year 2 Month)

**Location:** Noida

**Reason for Leaving:** For better future prospects.

**Employment & Work History:-**

MIS work, keeping track of incoming and outgoing couriers, maintaining stationery and attendance registers. Managing the day-to-day operation of the office. Organizing and maintaining files and records, Planning and scheduling meeting and appointments. Managing projects and conducting research, Preparing and editing correspondence, reports and presentations, Making travel and guest Arrangements, Providing quality customer service. Daily report making. Attending to miscellaneous Admin responsibilities, Purchases printed materials and forms by obtaining requirements, negotiating price, quality, and delivery, approving invoices. Working in a professional environment.

**Performance Management/Upgradation/Appraisal:-**

- ❖ Issue duly filled in application form to concern dept. Facilitate employee's appraisal.
- ❖ To evaluate individual performance and maintain records. Coordinate new salary structure after increment.

**Management Information System:-** Updated list of DOB to staff and issue Gift & Greetings.

- ❖ Maintain personnel record of employees of all Units. General Manpower Related reports on a monthly basis. Preparing Joining, Probation, Confirmation Letters. Maintaining the Database System.

**Administration:-**

- ❖ Preparing & maintaining monthly expense records of the field executive & IT executive for the reference of top management.
- ❖ Analysis of vendor quotation; analysis of telephone & electricity bill; vehicle.
- ❖ Supervising housekeeping activities in the organization; ensuring availability of various essential items.

**3. MERINO INDUSTRIES LTD (Merino Group):-**

Merino Group was founded in 1968, Merino Group is today a US\$ 165 million group with diverse business interests which include Panel & Panel Products, Biotechnology (Agriculture & Food Processing) and Information Technology (IT). Merino is a versatile manufacturer and marketer of

Interiors Solutions with a wide array of products for homes, offices, commercial and public areas. Decades of strong market presence have created a high brand recall among various customer segments. Tapping the synergy of products and services, He achieves a competitive advantage through technology innovation and by delivering greater customer satisfaction.

**Designation:** Sr. Executive Assistant

**Duration:** 22 Aug 2016 to 14 March 2018

**Location:** Hapur (Ghaziabad)

**Reason for Leaving:** For better future prospects.

❖ **Employment & Work History:- Job Profile:** Holds responsibility for carrying out various Administrative functions and MD task as mentioned below.

❖ **Routine Work:**

- Interact at the highest levels of organizations inside and outside.
- Analyze and understand the economic and business environment.
- Involved in high-impact decisions making processes and project of great magnitude, complexity and speed.
- Strategic and Operational initiatives.
- Preparing and maintain all correspondence and documents for meetings etc.
- Scheduling and attending meeting, creating agendas and taking minutes.
- Letter Writing and dealing with telephone and E-mail Enquiries.
- Maintaining filing systems and also keeping diaries and arranging appointments.
- Booking room and conference facilities and arranging travel and accommodation for staff and customers and other external contacts.

❖ **Facility Management:** It is the continuous endeavour of executive administration to provide timely and effective support / assistance to the employees in the organization. The support / assistance can be defined in following ways:

- **Cafeteria Management:** Providing good, healthy and nutritious food, Menu Designing, Quality and Quantity check and briefing. The errorless service with No-Complaints is the main motive of the Facility team.
- **Housekeeping Services:** Holds the responsibility of providing the clean and hygienic work place. Supervising Housekeeping staff for their daily routine. Checklists are maintained on all areas includes office areas and rest rooms.
- **Facility Helpdesk Management:** Responsible for the smooth running of Helpdesk and to work for zero escalation.

❖ **Event Management:** Help to organize different events.

- Taking care of Town Halls and All Hand Meets.
- Arranging Blood Donation camps.
- Scheduling and arranging different awareness programmes and campaigns.
- Desk arrangement for Different banks as per the request for Payroll.
- Food fest (desk for Domino's, Pizza hut, Barista, KFC).
- Help to organize NGO programs.
- Banquet reservations for out of office conference and events.
- Arrangement for festive celebrations.
- Organizing festive sales.

❖ **Client Visit:** Manage client visit.

- Hotel Bookings.
- Making transport arrangement for the client as per their schedule.
- Scheduling meetings and conferences as their Agenda.
- Welcome arrangements.
- Food and drink arrangements.
- Making tour and travel arrangement as per the project request.

- ❖ **Administrative Fonctions:** Hold the responsibility for the below mentioned profiles which fall under the preview of Administration Department:
  - Prepare the Business Requirement Documentation.
  - Preparing monthly RCA .
  - Track and Report issues.
  - Define and measure success metrics.
  - Document/Review the Change request and own the change.
  - Perform Risk assessment and analyze the areas of impact.
  - Identify the areas where implementing the change would lead to metrics improvement.
  - Ensuring all sub-contractors /vendors execute their job within the facility in accordance to the guidelines mentioned.
  - Ensure all services are executed as per agreed /established procedures.
- ❖ **TRANSPORTATION:** Making travel arrangements for sightseeing as and when required by clients and working in close coordination with Visa cell for Visa Stamping for associates.

**3. YASHODA GROUP:-** Yashoda Group was founded in 1990, Yashoda Group has been pursuing the aim to deliver world-class patient care services in a comprehensive manner to every individual with an emphasis on quality, service excellence, empathy and respect in NCR of Delhi. Having a humble beginning around 20 years ago at Ghaziabad, the institution has now grown to become a major tertiary care healthcare provider to all walks of life in the region. .

**Designation:** P.A. to Chairman

**Duration:** 15 March 2018 to Working...

**Location:** Ghaziabad

**Reason for Leaving:** For better future prospects.

❖ **Employment & Work History:-**

- Write and distribute email, correspondence memos, letters and forms.
- Assist in the preparation of regularly scheduled reports.
- Update and maintain office policies and procedures.
- Develop and maintain the filing system with all necessary stationery and material (e.g. pens, forms and brochures), Provide support to the Chairman in delivering PAC UK's overall strategic objectives.
- Provide administrative services including diary management, booking meetings, planning events.
- organizing travel and preparing travel itineraries, correspondence and prioritizing emails for the Chairman
- Work closely with the Chairman and Senior Leadership Team through regular correspondence, arrange meetings and prepare briefing materials for the Chairman.
- Provide administrative support in the delivery of assignments and initiatives on behalf of the Chairman office as and when required.
- Ensure all correspondence and relevant materials are produced in a timely and accurate manner.
- Coordinate departmental reports and documentation for the Board of Trustees meetings and other meetings with outside partners.
- Coordinate, attend and take minutes for the Chairman meetings and any other relevant meetings.
- Provide basic and accurate information in-person and via phone/email, Receive, Update calendars and schedule meetings, Arrange travel and accommodations, and prepare vouchers,
- Keep updated records of office expenses and costs, Vendor Management.
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.

- ❖ **Client Visit:** Manage client visit.
  - Hotel Bookings.
  - Making transport arrangement for the client as per their schedule.
  - Scheduling meetings and conferences as their Agenda.
  - Welcome arrangements.
  - Food and drink arrangements.
  - Making tour and travel arrangement as per the project request.

**ATTRIBUTES**

- |                                 |                        |
|---------------------------------|------------------------|
| ❖ Respect/Fairness              | Trust/Integrity        |
| ❖ Change/Adaptability           | Results Orientation    |
| ❖ Teamwork                      | Employee Engagement    |
| ❖ Responsibility/Accountability | Learning Opportunities |
| ❖ Meaning/Purpose               | Communication          |
| ❖ Decision Making               | Goals/Strategy         |

**EDUCATION**

**B.A. (English)** From V.B.S.P. University.2012  
**12<sup>th</sup> (English)** From UP Board.2009.  
**10<sup>th</sup> (Science)** From UP Board.2007.

**TECHNICAL QUALIFICATION**

- ❖ D.C.A. (Diploma Computer Application) from KIET Ghazipur (U.P.).
- ❖ Hardware & Networking from IACM institute of technology Varanasi (U.P.).
- ❖ Done Training of Project Management from NIIT Technologies Limited Lucknow (U.P.).

**MANIFESTO**

I hereby declare that the previously mentioned information is correct and complete to the best of my knowledge and belief, and nothing has been concealed. I accept that the statement made by me and the information furnished by me shall form the basis of my employment / traineeship with the various companies. If at any point in time in future, I am found to have concealed any material information or given false details against any of the above particulars, and then my appointment / traineeship shall be liable to summary termination without notice or payment in lieu of notice.

*Warm Regards,*  
**ABHISHEK RAI**