

## CURRICULUM VITAE



**JAGMOHAN**  
(Senior Executive)  
at Adarsh Buildestate Limited  
Cont. No. +91-7503838007  
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I have had more than 6 years extensive work experience in great office environments, in the Private Sector and Govt. offices, giving me varied skills and the ability to work with many different conditions. I'm flexible, quick to pick up new skills and eager to learn from others. I have lots of ideas & enthusiasm and excellent references.

### CAREER OBJECTIVE

To associate myself with a progressive and professional organization. To work in an environment that provides challenging and rewarding career ensuring a high level of job satisfaction and put my share of contribution in the growth of organization.

### CORE COMPETENCIES

#Responsible	#Time Management.
#Leadership Skills	#Organized & Professional
#Quick learner	#Decision Making
#Self-motivated	
#Ability to identify the cause and effects of problems	
#Actively seeking new ways of working to improve productivity	

### WORK EXPERIENCE

#### CURRENT EMPLOYEE

##### **Post- Senior Executive at Adarsh Buildestate Ltd.**

**Company Profile:** Adarsh Buildestate Limited is an emerging leader in the real estate industry of North India. It is a flagship company of the **Adarsh Group**. ABL is a customer-oriented, value adding real estate Company focused on giving returns on every investment.

**Period of service: - Nov 2014 to till date (4.6yrs).**

#### **JOB RESPONSIBILITIES**

- Reporting to Legal Head and Director.
- Maintaining Legal Files, Case Files, Legal Notices, Vakalatnama etc.
- Handling Company Secretary Docs, MOA, Minuets of Meeting, Board Resolutions, MCA documents etc.
- MIS reports & interacts with other department.
- Typing Hindi Documents.
- Day to day Clerical works.
- Banking formalities: New Bank Accounts, Internet banking, View Options, Signatory Change, Bank Statements, Cheque & Cash, Bank follow-up etc.
- Payment Vouchers & Cash vouchers.
- Coordinating daily calendars of senior manager.

- Managing the day-to-day operations.
- Schedule appointments, conferences and meetings.
- Make travel arrangements.
- Answer phone calls and direct calls to appropriate parties or take messages.
- File Tracking.
- Office courier management.
- CRM File Works.
- Typing reports, letters, Agreements, Allotment letter, Demand Notice etc.
- Coordinating with team for due & pending instalments, collection updating, processing & filling of documents.
- Employee Engagement Programs.
- Handling of stationaries, maintain records of supply of stationaries.
- Petty cash.
- Housekeeping staff & Pantry boy attendance.
- Maintaining HR Files, employee database, employee personal files etc.
- Employee Joining Formalities & Employee Exit Formalities.
- Employee attendance management.
- Work as a helping hand with other Departments.

## PREVIOUS EMPLOYEE

### 1. Post- Executive

#### **Company - Indian Council of Agricultural Research**

**Company Profile:** The Indian Council of Agricultural Research (ICAR) is an autonomous organisation under the Department of Agricultural Research and Education (DARE), Ministry of Agriculture, Government of India.

**Period of service: - July 2014 to Nov 2014 (5 months)**

#### **JOB RESPONSIBILITIES**

- Drafting different documents for ICAR Vigilance Section.
- Prepare Lok Shabha, Rajya Sabh Questions-Answers/Standing Committee/Notes
- Noting Drafting, Document Editing.
- Reporting to J. Director.
- File Tracking.
- Diary Management.
- Maintain appointment calendar.

### 2.Post- DEO

#### **Company - Department of Rural Development**

**Company Profile:** Department of Rural Development (MoRD) is a Government Department under **Ministry of Rural Development**. The Department of Rural Development is implementing a number of programmes in rural areas.

**Period of service: - Oct 2012 to Jun 2014 (1.8yrs)**

#### **JOB RESPONSIBILITIES**

- Drafting English to Hindi Language Documents for Rajbhash Vibhag & MoRD
- Prepare Lok Shabha, Rajya Sabh Questions-Answers/Standing Committee/Notes
- Noting Drafting.
- Diary Management.

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### ACADEMIC QUALIFICATIONS

- B.A. Geography Hons. from Delhi University (2007)
- HSC (XII) from CBSE Board (2004)
- SSC (X) from CBSE Board (2001)

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### OTHER QUALIFICATIONS

- One year diploma in Office Procedures & Computer Application from DSCWA Govt. of India.
- Certificate of Floor Associate from Bharati- Walmart.

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### COMPUTER SKILL

Have excellent working knowledge of computers and ability to use computer as a research tool.

- Windows 98 & XP, MS-Office, Out Look, Internet etc.
- MS-Excel, MS Power Point, MS Word etc.
- Hindi Typing with Good Speed & Accuracy
- English Typing with Good Speed & Accuracy.

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### PERSONAL INFORMATION

- Date Of Birth : 12th march 1985
- Fathers Name : Sh. Raj Singh
- Address : H. No. 179, Mukhmel Pur, Delhi- 110036
- Marital Status : Married
- Language Known : English, Hindi.

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*(I hereby declare that all my above information is true and correct to the best of my knowledge and belief.)*

**Date:**

**Place:**

**(JAGMOHAN)**