**Bio-Data**

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|  | **RAJU SINGH**  1C/16, GF, Namdhari Colony, Ramesh Nagar, New Delhi-110015  Mob: **8826910834, 7678523125** [rs.ficci@gmail.com](mailto:rs.ficci@gmail.com) |

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| **Post Applied:** | P.A , E.A / Backend / Supervisor |
| **SUMMARY**  Professional with experience of working in various industries like – PSU, MNC, Ltd. & Event Organization.  **SKILLS**   * Sound Knowledge of :-  |  |  | | --- | --- | | * **Ms Office :** Word, Excel & PowerPoint (PPT) | * Photoshop (Basic) | | * **Typing Speed:** in English i.e. 40 WPM. | * Using of Laptop, Tabs & Android. | | * **Internet:** Outlook Express, Bulk Emailing,   Social Media etc | * Can handle minor troubleshoot,   software installation, printer setup etc. |   **KEY RESPONSIBILITIES**   * Well experienced in Secretarial job like;  |  |  | | --- | --- | | * Correspondence in Letters & Email Communication | * File Maintaining, Documentation, | | * Follow ups, Internal & External | * Agreements, Trade Mark Renewal. | | * Appointments & Meeting Scheduling, Preparing **MoM** | * Travel arrangements - Rail, Air, Bus & Cabs | | * Dairy & Calendar Maintaining | * Hotel Booking, Guest Arrangements etc |  * Independently coordinating, Tele-Calling & Liasoning with Clients * Assisted for E-Tendering Search, Bar Coding, Google docs/sheets, CSR Projects. E-Store of Files for e.g. M File System etc. * Handled **Events** work like - Online Promotion by using Social & Business Websites, generating Sponsorships, Delegate participations, networking with top management of companies, preparing Proposals, Concept notes, Invitation letters, Event Brochures, Speeches & Articles.   **EVENTS COORDINATED**   * + Mergers & Acquisitions,   + Environment, Pension & Retirement Conference,   + Management of Contract Labour & Related Case Laws,   + International Seminar on MRO for Land Systems (Defense), FICCI Auditorium,   + International Conference on National Law Day Conference, 26th Nov., 2014,   + Exhibition for Export Promotion Council for Handicrafts -Delhi Fair, Oct. 2014, G. Noida. | |

**ACADEMIC CREDENTIALS**

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| --- | --- | --- | --- | --- |
| **Qualification** | **University** | **Subjects** | **%** | **Year** |
| **Matriculation** | Andhra Univ. | Eng, Hindi, Maths, Science, History & Civic,  SST, Geography, Biology, Zoology, SUPW | 52.5 | 1989 |
| **12th** | Sambalpur Univ,  Orissa | Eng, Pol. Sci., Alt. Eng,  Economics, History | 45 | 1992 |
| **B.A** | do | Eng, Alt. Eng, Pol. Sci.,  Economics | 46 | 1996 |

**PROFESSIONAL COURSES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course/Duration** | **Institute** | **Place** | **Subjects** | **Grade** | **Year** |
| **PGDCA**  Post Graduate Diploma  in Computer Application  (2 years) | Sterlite Training  Institute | Orissa | Ms. Office, Internet, Outlook Express,  Photoshop, Tally, E-Commerce,  Basic of Programming languages,  Software, Windows Installation, Printer Setup.  Network Setting. | A | 2001-  2003 |
| **Photoshop**  ( 6 months) | Photo Studio | Delhi | Photography, Editing,  Restoration,  Designing & Framing. | A | 2010 |

**EXPERIENCE**

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| --- | --- | --- | --- |
| **Organization** | **Designation** | **Period** | **Duration** |
| **FICCI** | Secretarial Assistant to HOD | Jan 2004-Dec 2007 | 3.11 yrs |
| **GAIL** | Secretary to DGM (HR) | Feb 2008-Dec 2011 | 3.10 yrs |
| **DUSIB** | Assistant to EE (E4) | Jan 2012-Sept. 2014 | 2.9 yrs |
| **INBA** | Personal Assistant to SG | Oct. 2014 – Feb 2017 | 2.5 yrs |
| **Ahujasons Shawlwale Pvt. Ltd. (Export Div.)** | EA to Director | March 2017 – July 2018 | 1.8 yrs |
| **Indo Group** | EA to Director | Aug.. 2018 to ……… | Continuing |

**PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Father’s Name | : | Sh. Harbhajan Singh | Marital Status | : | Single |
| Gender | : | Male | Languages Known | : | English, Hindi, Punjabi & Oriya |
| DOB | : | 17th Oct. 1972 |  |  |  |

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