RAJENDER RAWAT

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**CAREER OBJECTIVE**

To achieve the challenging position in an organization where I can enhance my abilities and strengths conjunction with the Company's goal and objectives.

**WORK EXPERIENCE**

***From Sept-2010 to till date:-***

Presently working as a Specialist in MetLife GOSC, Noida.

Primarily job comprises of providing Secretarial assistant, Process management and Client management.

***Job Responsibilities:-***

* Managing a team of 11 associates working towards pre-defined targets.
* Accountable for smooth functioning of process.
* Taking care of work assignment among team members.
* Interaction and Coordination with stateside partners and other stakeholders regarding assigned projects and deliverables.
* Taking care of multiple daily/weekly monthly reports.
* Schedule calendars, organizing meetings and publishing MOMs.
* Conducting team huddles and client meeting on daily, weekly and monthly basis.
* Providing secretarial assistant to senior management.
* Providing training to new team members.
* Follow up with internal and external stakeholders.

***From Feb-2007 to Aug-2010:-***

Worked as an Office Executive in Progressive Medical Research & Research Centre, from Feb- 2007 to Aug -2010, in Hisar, Haryana.

***Job Responsibilities:-***

* To present organization’s policy and services to clients.
* Handling Correspondence.
* Filing and Record Keeping
* Secretarial and Administrative assistance.
* Organizing promotional campaigns and activities.
* Liaisoning with Govt. Department.

**PROFESSIONAL QUALIFICATION**

Post Graduate Diploma in Business Administration from Pondicherry University in 2010.

**ACADEMIC QUALIFICATION**

Bachelor of Arts from Kurukshetra University.

Higher and Senior Secondary from Central School, Hisar Cantt.

**COMPUTER KNOWLEDGE**  : Familiar with MS-Word, Excel, PowerPoint, Internet etc.

**PERSONAL ATTRIBUTE** : Good oral and written communication skills.

Cooperative and inquisitive to learn.

**HOBBIES AND INTERESTS** : Listening to music, Reading & Net Surfing

**PERSONAL DETAILS**

FATHER’S NAME : Sh. Roop Singh Rawat

DOB : 13th Sept. 1977

LANGUAGE KNOWN : Hindi and English

MARITAL STATUS : Married

NATIONALTY : Indian

**(Rajender Rawat)**