

RESUME



Ajay Vishwakarma

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Career Objective:

Hardworking, Reliable and able to learn fast, with Strong communication and organizational skills, I am looking for a position in Admin Department, where I can apply my knowledge and experience and benefit the company by providing effective and quality work performance.

Professional Experience:

Having overall **08 Years plus** of Experience as **Administrative Assistant & Office work.**

Specialization (Major): Human Resources Management

Education Qualification:

Course	Institute/College/School, Location	University/Board	Year of Passing
MSW	MIIT, Jabalpur	MMYVV, Jabalpur	2015
MBA (HR/Mgt)	Shri Ram Institute of Management, Jabalpur	R D V V, Jabalpur	2014
B. Com	Smt. Kamla Bai Tripathi Arts & Commerce College, Jabalpur	R D V V, Jabalpur	2010

Experience Details:



Organization Name : **Arohan Financial Services Limited**

Profile : **Reginal Admin - Administration**

Duration : 17th Jan 2020 to Till Now

: I am taking care of establishment, Purchase, repair and resource management of all the branches of Regional Jabalpur. Along with it I do manage housekeeping of resources. With all this whatever branch purchase by company I do manage all the agreement related issue. If company looking to establish some new branch, then all the agreement & lease related issue are also taking care. All the administrating part also do take care by me and also taking Operation work for support business team.

Organization Name : **Satya Micro Capital Ltd.**

Profile : **Assistant Manager - Administration**

Duration : 22nd July 2019 to 16th Jan 2020

: I am taking care of establishment, Purchase, repair and resource management of all the branches of Chhattisgarh state. Along with it I do manage housekeeping of resources. With all this whatever branch purchase by company I do manage all the agreement related issue. If company looking to establish some new branch, then all the agreement & lease related issue are also taking care. All the administrating part also do take care by me.

Organization Name : **Shri Ram Institute of Technology, Jabalpur**

Profile : **Admin Assistant**

Duration : 15th February 2014 to 10 July 2019

: I am taking care of all relevant activities related to administrative works like taking care of scholarship management, fee management and portal management of college. I am taking care of admission process and examination process, along with I am handling online examination. These are relevant field of my daily work and I have good command over on these areas.

Technical Skills:

- Microsoft Office: Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-access
- Computer Hardware & Networking - Maintenance & Troubleshooting

Extra Course /Module

- Post Graduate Diploma in Computer Application
- Advance Diploma of Office Management
- Computer Hardware Certification

Extra Curricular Activities

- Certificate of Appreciation in Mentership Program Nov 2020
- Organizer of Tec fast in College Level Event “**AAWHAAN 2018**” organized by SRIT Jabalpur
- Participated in **Robotics Workshop** by IIT Bombay at SRIT Jabalpur 2016
- Participated in National Conference at SRIT Jabalpur 2014

Work/Responsibility

- To support administrative work
- Organize, Compile, update company personnel records and documentation
- Manage and update HR databases with different information such as new hires, termination, sick leaves, warnings, vacation and days off
- Prepare, manage and store paperwork for HR policies and procedures
- Assist recruiters in posting job ads on careers pages and processing received resumes
- Excellent communications and interpersonal skills

Key Skill's & Attribute:

- Passionate about marketing profession.
- Flexibility and adaptability to changing situations.
- Strong desire to learn and grow.
- Patient listener.
- Result oriented.
- Team Leader
- Hardworking.

Hobbies:

Watching Movies, Trekking, Internet surfing, Community Involvement

Personal Detail's:

Father's Name : Late M. L. Vishwakarma
Date of Birth : 20/09/1987
Gender : Male
Language Known : Hindi,English
Marital Status : Single
Home Address : H.N0. 590/1,Behind Small Jain Temple,Garha
Bazaar,Garha, Jabalpur, Madhya Pradesh,
Pin Code - 482003

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Jabalpur

Ajay Vishwakarma