

LALJI RAY



Permanent Address

Vill+Post- Khoripakar

Dist. – Ballia,

Pin - 743201

State – U.P

E-mail: laljiray83@gmail.com

Mob: 7017208346

CARRIER OBJECTIVE :

To work in a professional environment implement the fullest of my knowledge, try for collective growth and development always focusing the organization's goal and accept challenging assignment.

ACADEMIC DETAILS:

- 10th Passed from W.B Board
- 12th Passed From W.B Board
- B.A Passed From V.B.S.P University

WORK EXPERIENCE:

- 1 years experience in Admin Department & Supervisor with B.S Infrcon Construction, Gurgaon and Meerut, October 2013 December 2014.
- 3 years as an Assistant Admin at Simplex Infrastructure Limited.
- From August 2018 to till date working as an Assistant Admin at Ahluwalia Contracts India Ltd

KEY SKILLS:

- Labour Counting
- Labour Hurtment maintain
- Controlling staff movement vehicle
- Controlling of Electricity & Water for site office, Staff/Labour accommodation
- P.F for labour
- Staff Attendance
- Security Guard controlling
- Maintain Gate pass for worker

- Labour attendance

Personal Strength

Hard working, Punctual, Determined, Inquisitive, Accepting Challenges, Soft Spoken.

PERSONAL PROFILE:

- **Name** : **Lalji Ray**
- **Father's Name** : **Late Ramashankar Ray**
- **DOB** : **01/01/1983**
- **Language Known:** English, Hindi, Bangoli
- **Marital Status:** married
- **Nationality :** Indian
- **Gender:** Male
- **Permanent :** Vill + Post Khoripakar
- **Dist. –** Ballia (U.P)

Strengths : Hard working, Adaptability,
Time Management.

DECLARATION:

I hereby declare that above mentioned information's are true up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Place: KOLKATA

Lalji Ray

Signature