

RAKESH R

ADMINISTRATOR HR

Contact

#72 3rd cross 5th main
Ranganathpura, Kamakshipalaya,
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Rakesh R

+91-9108231235

Date of Birth-09/09/1987

Skills

Project Management

Problem Solving

Creativity

Leadership

Technical Skills

Operating System-windows-95
windows-98, windows 2000 -XP

Microsoft Office-2003, 2007, 2010

Technologies-Microsoft word
Microsoft powerpoint, Excel

Career Objective

Hard working Professional With 4.8 + Years of experience and a proven knowledge of back office operations. Aiming to leverage my skill to successfully fill the Administrator role at your company. To secure any position, Where I can use my management skills to contribute to the growth along with the organization.

Education History

BCA Aug 2007- Nov 2010
Banagalore University

Work Experience

Mphasis as Customer Care Executive

Seder Group -Saudi Arabiya

Administrator Nov 2014 - Aug 2019

Meeting And Greeting Client Visitors to office.

Supervising the work of office juniors and assigning work for them

Preparing Employees Contract
Renewal National ID(IQAMA)

All staff passport handling

Staff Insurance Renewal and Claim

Vacation and Ticketing

Updating and maintain the holidays, absence

Responsibility for purchase orders,

Handling employees issues in Embassy

Go Cab Bangalore Oct 2020 - Jan-2022

Senior Executive

- Coordinating daily calendars of senior manager
- Planning appointment with clients
- Manage phone calls and emails
- Responds promptly to manager queries
- Visiting Clients office

Language Known

- English- Writing ,Reading, Speaking
- Malayalam-Writing ,Reading, Speaking
- Tamil-Speaking
- Kannada-Speaking
- Arabic-Speaking

Hobbis

- Playing and Watching Cricket.
- Travelling
- Driving

Strength

- Ability to do work individually and closely with others to accomplish assigned goals
- Good judgement and creativity to complete assigned tasks quickly and effectively.
- Ability to quick learn new technologies and techniques

Goals

If we look back to our childhood days our goals will be continuously changing from one to other but the Ultimate goal is to get succeed in our live

This could possible only if we work sincerely with what we are assigned to be . This would bring us success

Date

Your's Sincerely

Rakesh .R