

CURRICULUM VITAE

RAJESH KUMAR

Add-Dhanbad Jharkhand

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Objectives

To work in challenging environment where I can deliver my technical skills to the best of my capabilities and talent and give my best contribution to the growth of the or Ganization

I am having an experience of more than 9 years

SKILLS EXPERTISE

Center Set Up (PMKK, PMKVY, DDUGKY BSDM DDUKK and CSR) Mobilization, Placement, Assisment ,strong Liaison with an employer, Candidate's retention, Team Management and Technical Support.

Don Bosco Tech Society PROJECTOF DDUGKY Bihar

Since 9 Dec 2021 to till date 25 July 2024

Designation- **Center Head**

Center Team Member-16

Role & Responsibilities

- Day to day mobilization planning All Target Achieve
- Time to Time Assisment
- Placement Target Achieve
- Team Management & Student Handling
- Time Management
- All Center Responsibilities work 100% done
- Recruiting, training and supervising staff. Managing budgets.
- Proficient in technical and non-technical communication, both in oral and written.
- Find Mobilization area and coordinate with team for on time batch creation
- Work On KP and KB Upload placement document on KB and Verification
- Finding placement opportunities for the candidates.

- Coordinating with candidates and employer regarding the hiring process.
- Collecting appointment letters and pay slips from the employer
- Liaising with students and employers during placements
- Coordinate With assessment agencies and finalized assessment focus of results
- Centrally Manage all types of Vender and purchasing material and equipment's for lab and Center
- Attend professional meetings, educational conferences, or teacher training workshops to maintain or improve professional competence.

JITM SKILLS PVT LTD PROJECT OF PMKK BIHAR

Since 13 Feb 2019 to till date 7 Dec 2021

Designation: **Center manager**

Center Team Member- 22

Roles and Responsibilities

- Day to day mobilization planning All Target Achieve
- Time to Time Assisment
- Placement Target Achieve
- Team Management & Student Handling
- Time Management
- All Center Responsibilities work 100% done
- Timely fulfill of all the responsibilities of the center is the first priority
- Finding placement opportunities for the candidates.
- Coordinating with candidates and employer regarding the hiring process.
- Find Mobilization area and coordinate with team for on time batch creation
- Collecting appointment letters and pay slips from the employer
- Liaising with students and employers during placements
- Coordinate With assessment agencies and finalized assessment focus of results
- Centrally Manage all types of Vender and purchasing material and equipments for lab and Center
- Attend professional meetings, educational conferences, or teacher training workshops to maintain or improve professional competence.
- Guide or counsel students with adjustment problems, academic problems, or special academic interests.
- Organizing fitness activities or programs.
- Maintaining statistical and financial records. Developing new facilities.
- Ensuring compliance with health and safety legislation.
- Maintaining customer service standards.
- Reviews applications or other center documents to determine acceptance

Industrial Training Center Dept CSR Ranchi

Since 30 Apr 2018 to till date 16 Jan 2019

Designation: **Center Manager**

Center Team Member-9

Roles and Responsibilities

- Day to day mobilization planning All Target Achieve
- Liaising with students and employers during placements Coordinate With assessment agencies and finalized assessment focus of results
- Coordinating with candidates and employer regarding the hiring process.
- Find Mobilization area and coordinate with team for on time batch creation
- Maintaining customer service standards.
- Reviews applications or center documents to determine acceptance or make the center.
- All Center Responsibilities work 100% done

M/S Menka & Sons Pvt. Ltd Jamshedpur

Since 20 Oct'16 till date 28 Apr'2018.

Designation: Store Manager TR Dept

Roles and Responsibilities

- Daily inbound or out bound mantane
- Daily progress report submitted by HO
- Stores to look as per guidelines.
- Product knowledge, brand differentiation.
- Recognize and develop talent.
- Optimize manpower resource for category.
- Functional and behavioral training
- Update category and store associates on latest development in new product/brands and presentation/selling tech
- Ability to work under pressure

EDUCATIONAL QUALIFICATIONS

- High School passed from Bihar. Board in 2005.
- Intermediate passed from Bihar. Board in 2008.
- BA (History Hon,) Passed from Magadha University in 2017.

TECHNICAL QUALIFICATIONS

- ITI FITTER from ITC chapputoli pundag Ranchi 2013

EXTRA QUALIFICATIONS

ADCA (Advance Diploma in Computer Application) From Suchna Technosys
Sansthan Pvt.Ltd.2014

IT-SKILLS

- Computer Fundamentals
- MS Office
- MS Excel
- Communication Skills
- Problem Solving Skills
- Leadership Skills
- Management Skills
- Good Behaviour Skills
- Self Confidence Skills

STRENGTH:

- Positive thinking.
- Strong believer of systematic and team approach.
- Good inter personal relations and communication skills.
- Taking initiative and to achieving targeted goals with team work.
- Good listening ability and quick understanding of concept
- Providing new ideas.

PERSONAL DETAILS

Father Name : Uma Shankar Singh
Date of Birth : 05/02/1990
Marital-Status : Unmarried
Nationality : Indian
Religion : Hindu
Language Proficiency : English ,Hindi
Date.....
Place.....

(Rajesh Kumar)