

# **Rajesh Kumar**

H. No 17 Jai Shyam Vihar Colony  
Hisar Haryana, 125001 India  
7777029297, 9525040038  
[r.kumar1987@rediffmail.com](mailto:r.kumar1987@rediffmail.com)

## **PROFESSIONAL SUMMARY**

Dedicated Manager with over 16 years of experience in supervision, operations management, administrator, training, and project management, and Team player with expertise in managing staff for efficient production. Experienced manager adept at problem-solving, customer service, and hiring and training hardworking, quality staff.

## **SKILLS**

- Quick problem solver.
- Guest relations professional.
- Committed team player.
- Friendly, approachable and confident attitude.
- Excellent multi-tasker.
- Managed daily office operations including scheduling, correspondence, and office management.
- Coordinated with staff, prepared agendas, and documented minutes.
- Provided customer service and support, handling inquiries and resolving issues promptly.
- Developed and maintained office systems, including databases and document management.

## **Personal Details**

<b>Full Name</b>	<b>Rajesh Kumar</b>
<b>Father Name</b>	<b>Vishwanath</b>
<b>Mother Name</b>	<b>Rita Devi</b>
<b>Date of Birth</b>	<b>12-03-1987.</b>
<b>Gender</b>	<b>Male.</b>
<b>Nationality</b>	<b>Indian.</b>
<b>Marital Status</b>	<b>Married.</b>
<b>Known Languages</b>	<b>Hindi, English</b>

## **Declaration-**

Thereby declare that all the above-mentioned facts and information are true to the best of my knowledge and belief. I shall be solely responsible for any discrepancy found in them.

**Place: Hisar (Haryana)**

## **EXPERIENCE**

### **February 2021 - Current**

Manager (TPA)  
Khalsa Hospital Management Hisar Haryana

### **May 2020 - January 2021**

Officer (TPA)  
SUKHDA MULTISPECIALTY HOSPITAL HISAR

### **July 2017 - December 2019**

Assistant Manager (Operation)  
SHIVA CATERERS & SHIVA Hospitality Service Pvt. Ltd

### **October 2014- April 2017**

Supervisor (Operation)  
Epicurean Hospitality Service Pvt. Ltd

### **October 2010- September 2014**

Jr. Executive (Admin & HR)  
BMW Industries Ltd Jamshedpur

### **April 2007 - December 2009**

Assistant Trainee (Admin & HR)  
Jindal Stainless Steel Ltd Hisar

## **EDUCATION**

### **2012**

B.Sc. I IT  
Vinayaka Mission University Salem

### **2006**

Computer Diploma  
ICAL (Networking Training Institute, Hisar)

### **2005**

Higher Secondary (12th)  
Govt. Sr. Sec. School, HBSE, Hisar

### **2003**

Secondary (10<sup>th</sup>)  
Jindal Modern School, CBSE, Hisar

**(Rajesh Kumar)**