**CV/RESUME**

**RAJIV KUMAR SINGH** MOB:-+91-7352200889

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BA ECO (HONS), MBA (HR) E-Mail: raj778378@gmail.com

EX CORPORAL (INDIAN AIR FORCE)

DOB: 01/01/1983

Location: Vipin Garden (Near Dwarka Mor Metro Station)

**Objective: -**

To play a responsible role in an organisation that enhances my skills and capabilities, Challenges me to perform exceptionally preferably in a progressive and competitive work culture in an esteemed organisation.

**Professional Strength:-**

* Core strength is working in a team based environment through hands on approach.
* Excellent communication and negotiation skills.
* Excellent problem –solving skills in crucial situations.

**Job Experience:-**

* 14 years of total service experience in Indian Air Force.
* Expertise in drafting/replying to mail and legal drafting as well, possessing excellent communication skills, strong organizational skill and proficiency in using office software like MS Office Suite, Calendar Management. Travel Arrangements, Correspondence, Screening, Expense reports, representing the executive, organizing, follow up as I have 5 years of Experience working as a Personal Secretary/Executive Assistant to Commissioned Officer/Higher Dignitaries of Indian Air Force.
* Expertise in handling public relation work
* Expertise in computer operations
* 6 years of Experience of working as a HR Manager in Subodh kumar legal associates Delhi wherein I am well competent to process the payroll activities and oversee the Sourcing/finding candidates/screening candidates/interviewing candidates/creating job descriptions/Negotiating terms/on boarding new hires/monitoring metrics/collaborating with managers/Reporting to concerned Department etc.
* Expertise in Legal Drafting
* Expertise/vast experience of working as AdminIn charge/Office Manager and well versed with HR Compliance activities.

 **Skill/Additional Qualifications:-**

* Diploma in Mechanical Engineering from Mechanical Training Institute, Indian Air Force
* One year Diploma in computer **(Grade ‘A’)**
* Excellent verbal and written communications in English and Hindi both.

**Academic Profile:-**

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| --- | --- | --- | --- | --- |
| **Degree/Examination** | **Board/University** | **Institute** |  **Passing Year** | **CGPA/Marks** |
| Class 10th  | BSEB, PATNA | High School Agwanpur, Barh | 1997 | 46.4% |
| Class 12th  | BIEC, PATNA | ANS College, Barh | 1999 | 63.2% |
| BA(HONS)Economics | NOU, PATNA | NOU, PATNA | 2009 | 53.38% |
| Diploma in Computer  | SCS, Kurukshetra (Haryana) | SCS, Kurukshetra (Haryana) | 2008 | Grade ‘A’ |
| MBA(HR) | SMU | SMU | 2012 | 58.52% |

Declaration:-I hereby declare that above information is true and correct to best of my knowledge and belief.

 **Yours Faithfully,**

  **(RAJIV KUMAR SINGH)**