**CURRICULAM VITAE**

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| **RAJEESH R****CAMP SUPERVISOR, OFFICE ASSISTANT, DESPATCHER, CLERK, DIARIST, GROUND STAFF, SUPERVISOR, FORK LIFT DRIVER, SECURITY GUARD/ SECURITY SUPERVISOR AND TIME KEEPER** |  |
| **CONTACT**sankeerthanam42@gmail.com.com Sankeerthanam HouseKotta PO, KidangannurPathanamthitta (Kerala), PIN-689514Date : 20 OCT 2024  | **PROFILE**Passionate and knowledgeable office clerk with vast experience providing administrative and management skills in office settings. Accustomed to addressing the changing needs of an office and supporting colleagues and superiors with excellent skills. I bring forth high quality organizational skills and a self-motivated drive to achieve excellence. Adept in computer operation, filing system, office equipment, sorting of incoming and outgoing mails, answer the phone to take messages or redirect calls to appropriate colleagues etc. A commitment to safely and professionally handling confidential tasks. Eager and ready to leverage my managerial and administrative skills to best serve your office. |
| **LANGUAGES**EnglishHindiMalayalamTamil | **EMPLOYMENT HISTORY**(a) Clerk Staff Duties – Indian Armoured Forces (31 Jan 1999 to 31 Jan 2023) (b) Performed all administrative and Clerical tasks in the Military main office (Administrative Branch). (c) Clerk General, Typist, Diarist, Enquiry Clerk, Record Clerk, Head Clerk and Office Superintendent.(d) Assisted superiors and juniors with any administrative work and distributing of documents. (e) Handled all incoming and outgoing mail & dispatch of mails. (f) All correspondence filed in the file properly, numbering and FR/BR (Forwarded Reference/Back Reference). (g) Weekly Telephone duties. (h) Monthly reports and returns. (j) Handling confidential documents & dispatch. (k) Maintaining an organized and clean work environment.(l) Staff management: Leading and training staff, including cooks, cleaners, security, and maintenance workers. (m) Keeping track of supplies, including food, water, cleaning products, and maintenance tools. (n) Camp operations: Managing camp facilities, such as cabins, kitchens, and recreation. (o) Preparing monthly budget reports, managing vendor relationships, and maintaining accurate records of staff and projects. (p) Issue resolution: Addressing disputes and complaints quickly and diplomatically. (q) Compliance: Ensuring compliance with project operations requirements. (r) Transportation: Monitoring transportation. (s) Communication: Liaising with external vendors and contractors, government authorities, and labour bodies. (t) Handling of small arms, automatic weapons and rifles, Sten Machine, Carbine Machine Guns.(u) Battle inoculation and offensive and defensive operatioms. |
| **SKILLS**Office AdministrationTyping (English & Hindi)Filing/Tagging systemSorting of Incoming/Outgoing mailsMS OfficeTeam workLeadershipCommunication  |

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| **LANGUAGES**English | **Read** | **Write** | **Speak** |
| Y | Y | Y |
| Hindi | Y | Y | Y |
| Malayalam | Y | Y | Y |
| Tamil | N | N | Y |
| **EDUCATION**SSLC – 1994-1995Graduation**:** Military Graduation |
| **COURSES/CERTIFICATE** | **INSTITUTE** |
| ADP Basic Course  | Risala Computer institute, Uttarakhand (India) |
| Certificate in computer operating with MS office & Internet  | Info Town Skill Academy, Pune (India)  |
| Trade Proficiency Certificate | Mechanised Infantry Regimental Centre, Ahmedngar, Maharashtra |
| Security Training | Mechanised Infantry Regimental Centre, Ahmedngar, Maharashtra |
| Safety regulation & critical stage operation in Electrical Forklift and High Reach Truck  | Sreekrishna Institute of Heavy Equipment, Anchal, Quilon (India) |
| Hindi typing. | Government of India, Ministry of Home Affairs. |
| Operation & Maintenance in Electrical Forklift and High Reach Truck | Sreekrishna Institute of Heavy Equipment, Anchal, Quilon, Kerala (India). |
| Horticulture. | Mission for integrated development of issued by Horticulture Mission, Government of Kerala, India |
| **STRENGTHS**Team workResponsibilityFlexibilityLeadership | **LICENSE DETAILS** |
| Driving License, No - MH16 2009002245Date of Issue - 09 October 2009Date of expiry - 08 October 2029 |
| **CLASS OF VEHICLES**Motor Cycle with Gear (MCWGLight Motor Vehicle (LMV)Forklift (FLT) | **PASSPORT DETAILS**Passport No – X7189581Date of Issue – 06 Apr 2023Date of expiry – 05 Apr 2033Place of issue - Trivandrum |

**CERTIFICATE**

Certified that the details furnished above are true and credible. The original credentials will be produced whenever.



Date: 20 OCT 2024 Rajeesh R