



RAJESH KUMAR

Nationality: Indian **Date of birth:** 5 Sep 1994 **Gender:** Male

Phone number: (+971) 528204943 **Email address:** souravhck88@gmail.com

Home: Alquoz Camp-3, Dubai (United Arab Emirates)

ABOUT ME

I am an experienced Office Assistant with a proven track record of coordinating administrative tasks, managing front desk operations, and providing support to various departments. My skills include accounting and financial management, administrative support, coordination and planning, customer service, data analysis, time management, problem-solving, attention to detail, and communication skills. I have experience in event planning and coordination, ensuring timely processing of invoices and receipts, maintaining accurate records of customer orders and transactions, and conducting regular inspections to ensure compliance with safety and security regulations.

WORK EXPERIENCE

Office Assistant

Ejadah Asset Management Group [24 Nov 2022 – Current]

City: Dubai

Country: United Arab Emirates

- Coordinated administrative tasks such as data entry, filing, and scheduling appointments.
- Managed the front desk and greeted visitors, answered phone calls, and responded to inquiries.
- Prepared reports and presentations for management meetings.
- Assisted in event planning and coordination.
- Ensured timely processing of invoices and receipts.

Office Assistant

TNT & FedEx Express [2019 – 2022]

Country: Bahrain

- Provided administrative support to the sales team and assisted in preparing quotations and proposals.
- Coordinated with internal departments and external stakeholders to ensure timely delivery of shipments.
- Managed the front desk and greeted visitors, answered phone calls, and responded to inquiries.
- Assisted in maintaining accurate records of customer orders and transactions.
- Prepared reports and presentations for management meetings.

Operation Coordinator

InterContinental Bahrain - G4S Group Bahrain [2018 – 2022]

Country: Bahrain

- Coordinated with various departments to ensure smooth operations and timely delivery of services.
- Maintained records of operational activities and prepared reports for management.
- Conducted regular inspections of the premises to ensure compliance with safety and security regulations.
- Coordinated with external stakeholders such as suppliers, contractors, and clients.
- Assisted in the recruitment and training of new staff members.

Office Assistant cum Junior Accountant

Marwana Auto Arena [12 Jan 2022 – 10 Nov 2022]

Country: Bahrain

- Processed accounts payable and receivable transactions, reconciled bank statements, and prepared financial reports.
- Managed administrative tasks such as scheduling appointments, answering phone calls, and responding to emails.
- Assisted in inventory management and maintained accurate records of stock.
- Prepared payroll for employees and ensured timely payment of salaries.
- Coordinated with suppliers and vendors to ensure timely delivery of goods and services.

EDUCATION AND TRAINING

Diploma in Civil Engineering

[2015 – 2018]

Address: (India)

Graduation - Bachelor of Arts

[2012 – 2015]

Address: (India)

12th Grade

[2012]

Address: (India)

10th Grade

[2010]

Address: (India)

ORGANISATIONAL SKILLS

Skills

- Accounting and financial management
- Administrative support
- Coordination and planning
- Customer service
- Data analysis
- Time management
- Problem-solving
- Attention to detail
- Communication skills
- Multitasking

LANGUAGE SKILLS

Mother tongue(s): **Panjabi; Punjabi** | **Hindi**

Other language(s):

English

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

COVID-19 VACCINATION

Fully Vaccinated

REFERENCES

References Available Upon Request

I hereby declare that all the information given above is true and correct to the best of my knowledge.