



RAJESH GALINKI

Phone No. +971 503418920

Email Id-galinkirajesh66@gmail.com

PERSONAL PROFILE

Father's Name: Galinki Vijay babu

Date of Birth : 19/11/1994

Nationality : Indian

Marital Status: Single

Sex : Male

CORE STRENGTHS

- Self-confidence, motivated and act on own initiatives.
- Adapts easily to new environment and deals well with people having diverse Personalities.
- Able to work independently as well as in a team.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Effective on Language Communication
- Works efficiently even under pressure.
- Manifests willingness to learn at all times.

POST APPLIED FOR : DATA ASSISTANT / PERMIT COORDINATOR

CAREER OBJECTIVES

To work in a progressive and growing organization where my knowledge is enhanced for my personal development as well as for the benefit of the organization.

EDUCATIONAL QUALIFICATION

- Secondary School Education Year 2010
- Higher Secondary School Education Year 2010 to 2012
- Bachelor of Science (Computers) Year 2012 to 2015

EMPLOYMENT HISTORY

Company : NBTC Company
Position : Permit Coordinator / Data Assistant
Project : New Strategic Gas Export Pipeline
From North Kuwait to MAA (NSGEP)
Client : KOC
Duration : From 15/06/2020 to Till date
Country : Kuwait

Company : NBTC Company
Position : Time Keeper / Data Assistant
Project : General Construction Works At Mina
Al – Ahmadi (MAA Refinery)
Client : KNPC
Duration : From 17/01/2017 to 14/06/2020
Country : Kuwait

Company : Reliance Supermarkets
Position : Cashier
Duration : From 25/02/2016 to 30/10/2016
Country : India

PERMANENT ADDRESS

Irgavaram, West Godavari District, High School Back Side, Near Church Road, Arundathi Peta, Andhra Pradesh, India
Pin Code-534211

LANGUAGES KNOWN:

**English, Hindi, Tamil, Telugu &
Little Malayalam**

PASSPORT DETAILS:

Passport # : Y8497446
Date of Issue : 27/09/2023
Date of Expiry : 26/09/2033
Place of Issue : KUWAIT

INTER PERSONAL SKILLS:

- Strong Leadership Skills & Hard working
- Excellent communication and analytical skills
- Work under stress
- Work with people in multi ethnic environment
- Self-motivate enthusiastic and quick aptitude
- Holding good communications skills.
- Self-motivate enthusiastic and quick aptitude
- Holding good communications skills.

DUTIES & RESPONSIBILITIES

- ✓ Write queries and macros using SQL, Excel, or other similar programs, to generate quality control checks.
- ✓ Extract and analyze results and recommend changes to conventions for data management. Recommend appropriate codes for the classification of data for assigned projects.
- ✓ Oversee the extraction and compilation of data required for reports and disseminates data to research groups and collaborating partners.
- ✓ Design report forms and templates that adhere to established questionnaire design and composition standards.
- ✓ Respond to inquiries received from project personnel regarding relevant project protocol methodologies, issues, and procedures.
- ✓ Propose recommendations for procedure modifications and development in the area of data management, quality control, and assurance.
- ✓ Write a variety of letters and memos.
- ✓ Participate in site visits to assess data quality assurance.
- ✓ Enter data into databases.
- ✓ Collect data from various sources such as paper documents, electronic entry systems, and the telephone.
- ✓ Maintain the security of all data files.
- ✓ Conduct routine verification of data entered into database. Identify discrepancies and errors on case report or other forms and present to manager for resolution.
- ✓ Validate data by checking for missing, illegible, or invalid information.
- ✓ Conduct database searches to find discrepant data or summarize data for purposes of preparing reports.
- ✓ Review a large volume of information which may need to be screened, grouped, and summarized according to established criteria.
- ✓ Code or classify data using established criteria.
- ✓ Retrieve data from databases.
- ✓ Word process a variety of documents such as project reports, case report forms, and manuscripts. Refer to procedures or project protocol to determine if data conforms to guidelines.
- ✓ File, retrieve, and purge documents. Attend and participate in group meetings

DECLARATION:

I hereby declare that all information above is quoted is true to the best of my knowledge. If you give me a chance to serve your esteemed organization, I promise to achieve something for the organization.