

## CURRICULUM VITAE

**Rahul. N. Kashyap**

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**CAREER OBJECTIVE:**

To work in challenging atmosphere and put my potential to the best use of fulfilling organization's goal & learning maximum in the process through consistent hard work & determination retaining normal human values.



**Educational Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| C O U R S E | BOARD/UNIVERSITY | Y E A R | Percentage |
| **BA(Second Year)External** | Saurashtra University | Running | ----- |
| **Higher Secondary School Examination(Class XII)** | GSHSEB | 2008 | 35% |
| **Secondary School Examination (Class X)** | GSHSEB | 2006 | 62% |



**STRENGTHS:**

* Comprehensive Problem Solving Abilities, Hardworking, Passionate About Work, Leadership Quality, Potential to Work in Groups, Willingness to Learn More & More With Creative Ideas .



**EXTRA KNOWLEDGE:**

❖

MS Office and Internet



**PROFESSIONAL EXPERIENCE & RESPONSIBILITY:**

# ➢One year, working experience in **UNIQUE ENTERPRISE (CONTRACTOR FOR RELIANCE)** Jamnagar, As a Supervisor.

1. Monitor employee productivity and provide constructive feedback and coaching
2. Receive complaints and resolve problems
3. Maintain timekeeping and personnel records
4. Pass on information from upper management to employees and vice versa
5. Prepare and submit performance reports
6. Decide on reward and promotion based on performance
7. Hire and train new employees
8. Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises

# ➢Four year working experience in **DATTANI & DATTANI (LABOUR LAW CONSULTANT)** Jamnagar, As a Data Entry Operator.

1. Produce reports
2. Retrieve data as requested
3. Perform regular backups to ensure data preservation
4. Sort, organize Transfer data from paper formats into database systems
5. Update existing data
6. and store paperwork after entering data

➢Four Year, Working experience in **TRIDENT FASTENERS (MANUFACTURING UNIT)** Jamnagar. As a Computer Operator.

1. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output.
2. Documents problems and actions by completing production logs.
3. Resolves user problems by answering questions and requests.
4. Ensures operation of equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
5. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
6. Maintains client confidence and protects operations by keeping information confidential.
7. Contributes to team effort by accomplishing related results as needed.
   * One Year Working Experience in **HOTEL PUNIT**

Jamnagar, As a Front Office Manager

1. Managing and training the Front Office staff
2. Ensuring the front desk provides a professional and friendly service for guests
3. Dealing with guests
4. Arranging staff scheduling
5. Acting as liaison between General Manager and staff
6. The Front Office is the area of the hotel where guests form their first and last impressions of the hotel – managing to work hard to create a pleasant experience for guests to ensure their return.
   * Four month working experience in **DELHI PUBLIC SCHOOL** Jamnagar, As a Admin Executive
7. Handling Housekeeping, Maintenance and Gardening Staff.
8. Maintenance, Refurbishment and Repairing works in school.
9. Full fill basic requirements in school.
10. Water related issue.
11. Fire safety.
12. Responsibility in all event and assembly.
13. Maintenance Stock
14. Maintain Inward/Outward material.



**PERSONAL PROFILE:**

Father’s Name : Mr. Naresh Jaypal Kashyap

Mother’s Name : Mrs. Tara Nareshkumar Kashyap

Date of Birth : 16 June 1990

Sex : Male

Marital Status : Married

Language Known : English, Hindi, Gujarati

Nationality : India

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I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

### Place: JAMNAGAR

**Date: 20-May-2020 Rahul. N. Kashyap**