

# Rakesh Kumar

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## CAREER SNAPSHOTS

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- 28+ YRS EXPERIENCE OF MARKETING & ADMINISTRATION.
- EXPERIENCE IN HANDLING AUDIT RELATED ASSIGNMENTS
- ACQUAINTED WITH THE PREPARATION OF FINANCIAL STATEMENTS & THERE ANALYSIS

## SUMMARY OF QUALIFICATION

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Pursuing a challenging role in a truly global venture where the chances are developed for professional capabilities enhancement in a well-defined and paced management environment.

Extensive experience in Accounts Handling, Administration and related disciplines. Particular experience in preparing, reviewing and monitoring of financial statements

## PROFESSIONAL EXPERIENCE:

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### CH. CHARAN SINGH UNIVERSITY, MEERUT (Contractual)

Designation : Office Incharge  
Process : Office Management  
Department : Dept. of Journalism and Mass Communication–October 2004 to Present

### AREAS OF EXPERTISE:

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Admission Process  
Financial Reporting  
Administration

### HINDUSTAN LEVER LIMITED.,

Designation : Salesmen  
Process : Rural Marketing  
Department : Marketing Department – May 1991 to July 1994.

### AREAS OF EXPERTISE:

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Marketing  
Supervision

### GLM Meker. MEERUT

Designation : Supervisor  
Department : Admin. Department – August 1994 to June 2003.

### Key Responsibility:

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- Employee retention, employee welfare and statutory compliance.
- Administration activities like housekeeping estate maintenance security travel & ticketing pantry etc.
- Looking after day to day office activities.
- Record attendance and checking attendance register, recruitment process and salary increment.
- Preparing offer/appointment and various other letters and issue them to employees.
- Studying performance of the employees and motivate them taking in-house training sessions. Preparing various MIS.
- Daily reports, month end, quarterly and yearend report.
- Maintaining 100% confidentiality.
- Excellent communication skills and a fast learner.

- Maintaining good image of the company.

### **I.T SKILLS:**

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- Well versed in MS-Office with specialized knowledge
- Well versed in handling tech issues in day to day work.

### **ACADEMIC CREDENTIALS :**

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- Bachelor of Commerce (Bcom) from D N College, Meerut.
- Diploma in Computer Application from NJSCB Institute.
- Six month diploma in accounts (manual, tally)

### **PERSONAL SKILLS:**

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With my hard work, good communication skills and dedication, I am confident of attaining the company's objectives and ability to deal with the people.

### **PERSONAL DETAILS :**

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- Father's Name : Mr.Mangal Sain
- Gender : Male
- Nationality : Indian
- Languages : Hindi & English

**(Rakesh Kumar)**

