**CURRICULAM VITAE**

**Rajan K Jaiswal**

Permanent Address: 139, Omaxe City-2,

Mangliya,

Indore (M.P.)

Temporary Address: 458, Omaxe City-2,

Mangliya,

Indore (M.P.)

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**Career Objective**: To work with a reputed organization which provides challenging environment, encourages continuous learning, creativity and exposure to new ideas and cultures which stimulates personal as well as professional growth.

**Academic Qualifications:-**

* LL.B. from Campus Law Centre, Delhi University, 2015
* B.Com. from Ramjas College, Delhi University, 2012
* 12th from Mar Gregorious Memorial Higher Secondary School (CBSE), Bokaro Steel City (Jharkhand), 2009
* 10th from Goethals Memorial School (ICSE), Darjeeling (West Bengal),2007

**Work experiences:-**

* Managing Director of Karmanya Institute for Civil Services (coaching institute in Indore)- 2017-2020
* Faculty of Indian Constitution, Polity, economics, etc. in various civil services institutes in Indore (2015-till date)
* Taking online as well as offline classes
* Creating content for my youtube and telegram channels, facebook page, etc. and also managing them on a daily basis.
* Performing the recruitment of faculties and other office staff
* Training of administration staff for various work
* Managing overall office work like branding, printing, marketing, etc.
* Taking feedback from students and working on the same.
* Worked as a senior travel executive in WNS Global Services, Infinity Towers, Gurgaon (2010-2011)

**Skills:-**

* Computer skills (MS word, Excel, Powerpoint, google, surfing, etc.)
* Mailing, drafting, correspondence, PR, etc.
* Social media handling (facebook, youtube, telegram, instagram, etc.)
* Excellent communication and presentation skills.
* Convincing power and also the ability to engage an audience.

**Hobbies:-**

* Playing badminton, volleyball, snooker, table-tennis, etc.
* Stamp collecting
* Reading books
* Watching films
* Music, etc.

**Personal Details:-**

Father’s name: M.K. Jaiswal

Date of Birth: 28.12.1990

Marital status: Married

Nationality: Indian

**Languages known**: English (fluent in written and spoken) and Hindi (fluent in written and spoken)

**Declaration:** The above information is true to the best of my knowledge and belief.

Date : …………..

Place : ………….