

Umakant Rathore

(B.E. Electrical Electronics &
MBA(HR & Finance)
Contact No.-
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umakantr243@gmail.com

Objective

Seeking a dynamic working environment where I can effectively use my skills to contribute to its horizon with my professional growth.

Educational Qualifications

MBA (HR & Finance)(2019-2021)	K.K. Vigyan Avam Vyavsaik Adhyayan Mahavidhyalaya University D.A. V.V
B.E.(Electrical& Electronics)2013-2017	Shri Vaishnav Institute of Technology& Science Indore (M.P.)
HSC (12 th)2012-2013	Kendriya Vidhyalaya No.2 Indore(M.P.)
SSC(10 th)2010-2011	Kendriya Vidhyalaya No.2 Indore(M.P.)

Professional Experience

Branch Executive

Terrier Security Services (I) Pvt Ltd. (Quess Corp Group)- 27TH May 2019 To Present.

- Deployed in Integrated facility Management Centre.
- Management of all system administration, **inventory management, reporting tasks like attendance collection and punching, invoice submission, enrollment, PF/ESIC** related work etc of guarding staff.
- Office maintenance and administration works.
- Provide support/assistance to other team members.
- Exceptional leadership and team building qualities in the training, mentoring, motivating and supervising of guarding staff.
- Ability to function in almost any scenario and go the extra mile to get the job done.
- Manage office supplies stock and place orders,Prepare regular reports on expenses and office budgets,Maintain and update company databases.
- Organize a filing system for important and confidential company documents,Answer queries by employees and clients,Update office policies as needed.
- Distribute and store correspondence(e.g. letter,emails & packages),Arrange travel and Accommodations,Schedule in house and external events.

Jr. Executive

Universal Transformer Indore (M.P.)- 13TH March 2018 To 02nd May 2019.

- Deployed In Estimation Costing Department.
- Designed Electrical panel (General Assembly) – LT, MCC, PCC, Synchronizing, control,starter, distribution, HVAC, APFC.
- Designed SLD (Single line Diagram).
- Back office work.

Achievement

- Received **Performance Excellence Award** in recognition of outstanding performance in **2020-21**.
- Received **Performance Excellence Award** in recognition of outstanding performance in **2019-20**.

Professional skill

- Completed Electrical AutoCAD (Cert. No- 12536372T3).
- Completed DIPLOMA IN COMPUTER APPLICATION.
- Basics of MATLAB.

Training Undergone:

- Major training of 4 weeks (11/07/2016 to 06/08/2016) from “INDO-GERMAN TOOL ROOM ”.

Extra-curriculum activities

- Completed CAMPUS AMBASSADOR PROGRAMME at Oye24.
- Event head of “BRAIN POP-QUIZ” 2017 At SHRI VAISHNAV VIDHYAPEETH VISHWAVIDHYALA.
- Participate in NAVRACHNAA 2017.
- Participate in NAVRACHNAA 2016.
- Participate in INDIAN ENGINEERING OLYMPIAD.
- Participate in DAINIK BHASKAR JUNIOR EDITOR-II.
- Participate in RAJYA PRATIBHA KHOJ PARIKSHA 2008.

Strength and Skills

- Patience.
- Team work.
- Alacrity for doing work.

Hobbies

- Playing Cricket.
- Watching Movies.

Personal Details

- Father's name : Mr. Shriram Rathore
- Mother's name : Mrs. Bharti Devi
- Date of birth : 25 JUNE, 1995
- Address : 274, Aradhana Nagar Airport Road Indore (M.P.)

Declaration

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

Place: INDORE
Date:

Umakant Rathore