



## Raj Kumar Koli

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### Objectives:

Want to involve myself in a changing & challenging environment offering scope for growth & development and an opportunity to apply my learning and experience effectively to contribute towards achievement of organizational objective. Passionate to work with a progressive organization which offers a creative & exiting working atmosphere.

### Career Highlights

<b>December,2013 to Till Date</b>	<b>Puru Sepricon Pvt. Ltd., New Delhi (N. Sethia Group of Companies-London)</b>	<b>Secretary (Chief Representative-India &amp; Director)</b>
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- Taking dictation & typing, word processing, check outlook and emails on daily basis.
- Shorthand knowledge.
- Travel Management - Organizing Travel itineraries for the Chief Representative & Director and his family, arranging required Visas. Organizing travel arrangements & Visa.
- Calendar Management – Managing Internal & External meetings. Ensuring a good flow of communication resulting in most effective use of time.
- Payments – Effectively managed Bank Account, Credit Card Payments, Vendor's & Petty Cash.
- Timely management of all Insurance Policies and its Renewals.
- Maintain Chief Representative Records – Club Memberships, Client list, Communications.
- Screening calls, Receive & Interface with Clients. Coordinate effectively between teams for correspondence/ reports for Manager's signature.
- Liaising and coordinating with Travel & Logistics Arrangements.
- Maintenance of files and storage of records in a computer database in an organized manner.
- To ensure reliable dispatch and transmission of information.
- To ensure organization of office work, systems, methods and documentation.
- Ensure a smooth process of Leave records and attendance.
- Handling confidential files with strict maintenance of secrecy.
- Handling Stationary inventory and purchases.
- Handling IT Section and purchases.
- Handling office management.
- Correspondence with employees working at other Offices

As directed by Chief Representative, assuring 100% respond to unanticipated tasks and responsibilities as they arise throughout the year.

<b>January,2009 to November,2013</b>	<b>Shree Services Trading &amp; Co. Ltd., New Delhi (Birla Group of Sugar Companies)</b>	<b>Steno-Secretary (Finance Controller)</b>
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- Taking dictation & typing, word processing, check outlook and emails on daily basis.
- Maintenance of files and storage of records in a computer database in an organized manner.
- Handling confidential files with strict maintenance of secrecy.
- To ensure organization of office work, systems, methods and documentation.
- Handling Stationary inventory and purchases.
- Handling IT Section and purchases.
- Handling office management.
- Screening calls, Receive & Interface with Clients.
- Correspondence with employees working at other Offices.

<b>February,2007 to December,2008</b>	<b>Ministry of Petroleum &amp; Natural Gas, New Delhi (Cabinet Minister)</b>	<b>Personal Stenographer (APS to Minister)</b>
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- Taking dictation & typing, word processing, check outlook and emails on daily basis.
- Maintenance of files and storage of records in a computer database in an organized manner.
- Handling confidential files with strict maintenance of secrecy.
- To ensure organization of office work, systems, methods and documentation.
- Handling Stationary inventory and purchases.
- Coordinate with IT Section.
- Handling office management.
- Correspondence with employees working at other Sections.

<b>June,2005 To February,2007</b>	<b>The Travel People, New Delhi (IATA Company)</b>	<b>Stenographer-cum-Computer Operator</b>
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- Daily Sale Report sent to Chairman & Managing Director.
- Payments – Effectively managed Bank Account, Credit Card Payments, Vendor's & Petty Cash.
- Handling Billings for Air Tickets & Hotel Packages (Domestic & International).
- Handling Outlook for emails on daily basis.
- Handling calls.
- To ensure organization of office work, systems, methods and documentation.

<b>November,2004 To June,200</b>	<b>RailTel Corporation of India Ltd., New Delhi (GM/Project, Operation &amp; Maintenance)</b>	<b>Stenographer-cum- Personal Secretary</b>
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- Taking dictation & typing, word processing, check outlook and emails on daily basis.
- Maintenance of files and storage of records in a computer database in an organized manner.
- Handling confidential files with strict maintenance of secrecy.
- To ensure organization of office work, systems, methods and documentation.
- Screening calls, Receive & Interface with Clients.
- Coordinate with IT Section.
- Handling office management.
- Handling appointments of visitors
- Correspondence with employees working at other Sections.

