

SURESH KUMAR RAI

“Post Graduate with a Business Administration degree. A people-oriented person with great communication skills and understanding.”

Karera (Shivpuri), Madhya Pradesh 473660

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Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

Willing to relocate: Anywhere

Work Experience

Computer Operator and Cafe Attendant

Kanishka Online Shop - Karera, Madhya Pradesh

March 2010 to Present

Overview of role:-

- Provides data by operating a computer. Determines sequence of operations by studying production schedule. Performs defined tasks per documented instructions/processes. Prepares equipment for operations by accessing software in computer.
- Assist customers with downloads, printing, scanning, attaching and emailing documents. Monitor use of computers, media equipment, printing equipment and other machines to ensure compliance with café policies and applicable laws and regulations.

Education

Graduate Certificate / Graduate Diploma in Education

Bundelkhand University Jhansi - Jhansi, Uttar Pradesh

July 2011 to August 2012

Masters Degree in MANAGEMENT

IGNOU - New Delhi, Delhi

July 2007 to October 2010

Diploma in Computer Applications

NCVT Delhi - Allahabad, Uttar Pradesh

July 2008 to August 2009

Masters Degree in Ancient History

CSJM University Kanpur - Allahabad, Uttar Pradesh

July 2004 to June 2006

Masters Degree in History

Jiwaji University Gwalior - Shivpuri, Madhya Pradesh

July 2001 to June 2003

Bachelor Degree in BIOLOGY

JIWAJI UNIVERSITY - Datia, Madhya Pradesh

July 1997 to June 2000

High School (Year 12) in Biology

Board of Secondary Education - Karera (Shivpuri), Madhya Pradesh

July 1996 to June 1997

High School (Year 9-11) in All Subject

Board of Secondary Education Madhya Pradesh - Karera (Shivpuri), Madhya Pradesh

July 1994 to June 1995

Skills

- Basic Math
- Typing
- Computer skills
- English
- Hindi
- Data entry
- Microsoft Word
- Microsoft Excel
- Customer service
- Tally (10+ years)
- Photoshop (10+ years)
- Teaching
- Writing Skills
- Communication Skills
- Presentation Skills
- Public Speaking
- Leadership
- Hospitality
- Organisational skills
- Programme management
- Microsoft Office
- Organisational skills

Languages

- English - Intermediate
- Hindi - Expert

Certifications and Licenses

Indian Union Driving Licence

June 2011 to Present

District transport Officer, District-Shivpuri (M P)

Additional Information

Interest

- My interest to know about new Place, new Person, new invention and new technology.
- My Interest to learning new task.