|  |  |
| --- | --- |
| **RAHUL PADWAL**  **Address:** H. No.37 Extn Janipur  Colony Jammu-180001.  **E-mail :**  [**rahulpadwal3@gmail.com**](mailto:rahulpadwal3@gmail.com)  **Contact no.:** +91 9103586103 **Personal Information:**  Father’s Name: Sh. Ajay Kumar   Date of Birth: Dec. 19th 1987.  Marital Status: Married  Languages Known: English,  Hindi, Dogri, Punjabi   Sex: Male   Nationality: Indian **Interest & Spare Time Activities:**   Reading newspaper.   Interacting with new people.   Net surfing and Researching.   * Listening Music. | **CAREER OBJECTIVE:**  To be an active part of the organization that is trendsetter in its field to help me  grow in my professional career. I am willing to work as per the requirements  and thus imbibe new skills to operational knowledge; to translate concepts into  capabilities to function effectively in all environments and to obtain a position  that provides opportunities for personal, professional development and enable  me to use my organizational skills, educational background to the organization  effectiveness in order take the company to the top position wherever I work.  **PROFESSIONAL QUALIFICATION:**  **MBA from Sikkim Manipal University in Marketing and Finance.**   * Graduation in **B.A** from **University of Jammu.**   **ACADEMIC QUALIFICATION:**  Higher secondary in Science Stream from Ranbir Hr. Sec. School (**JKBOSE**.)   * Matriculation from **Activity Public school (JKBOSE)**   **Other Qualifications**  One Year **Diploma in computer applications.**  **(**MS-Office 2013/10/07)  (Excel, power point, VLookup, Formulas, MS word, Power point, Paint,  Internet, and Windows)  **Academic**: Sound Knowledge of Ms-Word, Ms- Excel, Ms-Power Point  Good Typewriting speed (30w/pm).  **Non-Academic**: Well experienced with use of internet, reading books,  listening music and playing Hand Ball  **Work Experience :**   * Currently working in Dainik Savera Times National Newspaper as a   Administration cum Translation Managar.   * Had Worked in Kashmir Times Press Pvt. Ltd. As a Sub-Editor   (Translator )   * Also work for All India Radio and Doordarshan for English to   Dogri news translation.   * Worked as a English to Hindi and Dogri Translator in Local News   Paper.  **STRENGTHS :**   * Strong communications skills. * Excellent relationship builder with faculty and administration. * Excellent interpersonal, writing, verbal communication and research skills. * Very hardworking, enthusiastic and a determined individual. * Can work both independently and as a part of large organization team. * Is flexible and adaptable to meet changing situations. * Have ability to learn quickly. * Team spirit. * Socially Adjustable. * Disciplined and Responsible.   Skills & Claims:  Have the desire to learn new things in profession and prove myself  completely perfect in it.  Handle Team of 15 People.  Whatever varied works I have doing at various organizations,  No where I am considered lagging behind and remain the first choice of  the members of the Management  **DECLARATION:**  I hereby declare that the information furnished above is true to the best of my  knowledge and belief.  **Place: Jammu |**  **Rahul Padwal** |