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| **RAHUL PADWAL****Address:** H. No.37 Extn JanipurColony Jammu-180001.**E-mail :****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 megrow in my professional career. I am willing to work as per the requirements and thus imbibe new skills to operational knowledge; to translate concepts intocapabilities to function effectively in all environments and to obtain a positionthat provides opportunities for personal, professional development and enableme to use my organizational skills, educational background to the organizationeffectiveness 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** |