

**RAKESH KUMAR**  
**VAIDHYA**

**Contact Information:**

+91-9303222821  
+91-8871616900  
Email Id: -  
rakeshvaidhya@rediffmail.com

**Local Address:**

Plot no-164 sector-B  
phase -1  
Chandan awas raj kishor  
Nagar bilaspur (C.G.)

**Permanent Address :**

Plot no-164 sector-B  
phase -1 Chandan awas  
raj kishor  
Nagar bilaspur (C.G.)

**Personal Data:**

**DOB** : 05/07/1988  
**Sex** : Male  
**Nationality** : India  
**Marital Status:** Single

**Objective :-**

To be in challenging position in management field, which could provide a foundation of opportunity for growth and advancement for me and as well as for organization, so that I can achieve professional excellence through continuous learning.

**Academic Record :-**

**POST GRADUATE DIPLOMA IN COPUTER APPLICATION (P.G.D.C.A.): G.T.B COLLEGE(UNDER BILASPUR UNIVERSITY ) BILASPUR (C.G.)**

➤ Year of Passing 2013

**BS.C (MICROBIOLOGY) GRAGUATE (D.P. VIPRA COLLEGE) G.G.C. University, BILASPUR (C.G.)**

➤ Year of Passing 2011

**Higher Secondary: SEETA DEVI H S SCHOOL,BILASPUR,**

➤ Year of Passing 2007

**High School: SARAWATI SHISHU MANDIR ,BILASPUR,(C.G.)**

➤ Year of Passing 2004

**Past Jobs Details :-**

**Company Name: welcome distilleries pvt ltd BILASPUR**

**Designation : sales Executive , distribution, Warehouse manager & computer operator.**

**Duration : 01-04-07 to 30-05-11 (4 years)**

**Project Details : Objectives of study:-**

1. To find out the promotional strategy of the company.
2. To know the present status of the suppliers in terms of their supplied product.
3. To find out the most prominent area of distribution.

**Company Name: APOLLO HOSPITAL.**

**Designation : TELEPHONE OPERETOR**

**Dipartment : telecommunication**

**Duration : From 11<sup>th</sup> JAN, 2012 TO 21 JUN 2013**

**Location : BILASPUR**

## **Languages Known:**

- English
- Hindi
- Marathi

## **Hobbies:**

Riding bikes, cooking and listening to music.

## **Past Job :-**

**Company Name: PRATHAM HOSPITAL.**

**Designation : SECETORY**

**Dipartment : OPERETION**

**Duration : From 25<sup>th</sup> MARCH, 2015 TO 21 JUN 2016**

**Location : BILASPUR**

## **Last Job :-**

**Company Name: AARBEE HOSPITAL.**

**Designation : SECRETARY**

**Dipartment : OPERETION**

**Duration : From 21<sup>th</sup> NAVEMBER, 2016 TO 16<sup>th</sup> JULY2018**

**Location : BILASPUR**

## **Persent Job :-**

**Company Name: APOLLO HOSPITAL.**

**Designation : SECRETARY**

**Dipartment : (TPA) OPERETION/GENERAL MANAGEMENT**

**Duration : From 20<sup>th</sup> JULY, 2018 TO TILL DATE**

**Location : BILASPUR**

## **Computer Proficiency :-**

**Packages Known : MS Office (Word, PowerPoint, Excel)**

**Typing : English 20 wpm,**

## **Competencies & Skills :-**

- Ambitious
- Always think positive.
- Self reliant.
- Confident

## **Declaration :-**

I confirm that the information provided by me is true to the best of my knowledge and belief.

**DATE -.....**

  
**RAKESH KUMAR VAIDHYA**

