Suresh Kumar Lohar
27, Radha Vihar, Sheopur Road,
Goushala, Sanganer
Jaipur- 302029
Mobile No. : -09887793707
E-mail:- suresh_india17@rediffmail.com

Dear Sir/Madam

I am submitting herewith my resume for your perusal and favorable consideration for the vacant post in your organization.

A systematic, organized, hardworking and dedicated team player with an analytical bent of mind with excellent administrative/academic credentials. My basic objective is to one in my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate/academic world. My prime goal is to understand professional environment and capitalize on opportunities.

A hard working & talented individual having good functional management, coordination and communication skill ,seeking a challenging job that would synergize my skills and knowledge with the objectives of the organization; A responsible, reliable and committed worker, give my best both as a part of a team and working independently.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization.

Thanking you for your consideration and forthcoming response.

Yours sincerely,
(Suresh Kumar Lohar)

Suresh Kumar Lohar

Contact

Mo.: 09887793707
E- suresh_india17@rediffmail.com
27, Radha Vihar, Sheopur Road,
Goushala, Sanganer
Jaipur- 302033

Objective

To obtain a position that will enable me to utilize my strong organizational skills, ability to work with the proper vision, experience and responsibility and loves to perform the duties assigned me with full dedication and grow with the Company.

Work History

Poornima College of Engineering, Jaipur - 4 Dec. 2003 - Present

Human Resource :

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Compile and update employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary.
- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist our recruiters to source candidates and update our database.

Exam Department:

- Coordinating all type of internal examination (i.e. Practical & Theory Exams)
- Preparing time table of midterm theory & practical exam.
- Preparing attendance sheet & evaluation sheet of midterm theory & practical exam.
- Coordinating university examination (RTU & UOR).
- Preparing seating plan of internal & university exam.
- Preparing Remuneration bill of university exam.
- Coordinating Campus Placement exam.
- Coordinating Competition and entrance exams.
- Preparing students data base, documentation.
- Preparing documentation of university examination copies packing.
- Preparing exam reevaluation, training registration forms.
- Maintaining stock of UOR, RTU & Internal theory & practical copies.

Admin & Purchase Department Duty

- Additional duty given is lab co-coordinator of Poornima Group of Colleges.
- All Poornima Group of Colleges Laboratories verify the purchase & repairing lists of the equipment or machines.
- Collect the quotation for purchase of laboratories equipments & consumable items and place the order for purchase.
- Prepare documentation & Collect the project reports of the Students for submission at Department of Science & Technology.

Rajyog Electronics, Pune- **1999 - 2003**

Worked as Customer Service and Sales. (Authorize service Center: BPL, PHILIPS and VIDEOCON.)

BPL Electronics Pvt. Ltd, Jodhpur- **1998 - 1999**

Worked as Customer Service and Sales.

Skill

- Payroll
- Employee Relations
- Employee Training
- MS office proficient

Strength & Hobbies

- 'Can do' attitude
- Polite and friendly
- Good team work quality
- Ability to communicate and to convince people for the right cause
- Comprehensive problem solving abilities & willingness to learn
- Ability to withstand enormous pressure and produce result in time
- Ability to deal with people diplomatically & good listener & quick learner

Educatinal Qualification

- Secondary (10th) **1992**
  Board of Secondary Education, Ajmer
- Senior Secondary (12th) **1995**
  Board of Secondary Education, Ajmer
- B.A. (Arts) **2013**
  University of Rajasthan, Jaipur
- MBA (HR) **2015**
  Jaipur National University, Jaipur

Certificates

- Rajasthan State Certificate in Information & Technology (RS-CIT) VMOU, Kota **2012**
- Advance Diploma in Office Automation & Accounting from GAIT ICTL Computer Education, Sanganer, Jaipur **2014**
- Role of Sales Associate from National Skill Development Corporation (NSDL) **2014**

Personal Detail

- Father's Name: Sh. Lalaram Lohar
- Date of Birth: 30 July 1978
- Marital Status: Married
- Language Known: Hindi, English

Date: **Suresh Kumar Lohar**