

Resume for the post of Administrative Officer

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R A V I K U M A R

OBJECTIVE:

To be an enthusiastic team player with a passion to work and attain heights, thus achieving the goals of organisation of which I would be a part.

WORKING EXPERIENCE: 24 YEARS

1. Working in the capacity of a **Senior Admin Officer**, Chitkara University, Himachal Pradesh. (wef 2023 to continue)

2. Worked as an **Executive (Administration)**, Chitkara University, Himachal Pradesh.(2013-2023) alongwith Transport Incharge (Fleet of 20 Buses & 05 LMVs) (2019-2020).

3. Worked as an **Office Assistant** at Registrar Office, Chitkara University, Himachal Pradesh (2008-2013) Establishment Deptt/Admin/HR/Registrar Office.

4. Worked as an **Assistant-Admin/HR** at Halwasiya Vidya Vihar, Bhiwani (Hr), well reputed school in Haryana from July 2000 to July 2008.

- **Job Description | KRA:**

- Coordinate with vendors and contractors for housekeeping and security services.
- Draft prepare of agreements/contracts for services including housekeeping, security, food waste, general waste, pest control, AMC for drinking water, biomedical waste and hazardous waste management.
- Liaise with vendors and contractors to ensure service quality and compliance with statutory requirements such as salary disbursement, EPF, and ESI.
- Maintain records of statutory and contractual compliance, including agreements and NOCs from government and private agencies.
- Prepare annual budget for department.
- Assist in organizing and managing university events.
- Support the execution of Energy Audits, Green Audits, and Environmental Audits.
- Operate ERP and university management software systems effectively.
- Perform internet-based tasks such as web browsing, accessing websites and managing email communication.
- Design and prepare departmental newsletters using Canva.
- Carry out any other duties as assigned from time to time.

ADDITIONAL ACTIVITIES WITH KRA:

STUDENT CLUB:

- Co-Coordinator of Clean Green Ambassador Club for dedicating work for environment, sustainable practices and cleanliness drives.
- Organising events and tours for club members.

DISASTER MANAGEMENT PLAN:

- Member Secretary of committee of Disaster Management Plan.
- Prepare Minutes of Meeting (MOM) and Report/SOP on Disaster Management.
- Organise Fire Fighting/Safety Mockup Drill and Trainings for Staff and Students..

IQAC/NAAC DATA ARRANGEMENT RELETED TO ENVIRONMENT

- Liaison/contact with Agencies conducting Audit/Reports.
- Arrange/manage documents for Energy Audit, Green Audit & Environment Audit with respective braches/departements.

ADDITIONAL WORK KNOWELEDGE:

Manager/Incharge – Transport (Fleet Management) For 3 Years

Initiate Purchase Order of Dry Ration for Mess (3500 Strength) to Vendors

Manage Décor for Event at University.

Prepare/assist SOPs for Guest House and Fire Safety

PROFESSIONAL QUALIFICATIONS:

- **Diploma in Computer in Office Management** from VMOU, Kota (Rajasthan)

- **Certificate Course in Computer:**
  Windows, MS Office Tools (Word, Excel, Power Point etc.), Adobe (Page Maker, Photoshop 7.0), Internet, etc.

- **Typing Course:**
  English & Hindi Typing
  Typing speed of 40 w.p.m. in English, 25 w.p.m. in Hindi and equivalent calculated speed on computer.

- **Web Knowlege**
  Knowledge of **Canva for create graphic design develop.**
  Knowledge of **Chatgpt for content create and letter drafting.**

EDUCATIONAL QUALIFICATIONS:

Post Graduation (M.A. Public Administration) from Indira Gandhi National Open University, New Delhi, 2024

Graduation (B.A. Economics) from Maharashi Dayanand University, Rohtak in 1999.

Senior Secondary (Commerce/Finance) from Haryana Open School, Bhiwani in 1995.

Matriculation from Board of School Education Haryana, Bhiwani in 1993.

ACADEMIC HONORS:

- NCC 'A' Certificate Holder.
- Always get Positions in academic & sports activities in academics.

STRENGTH & SKILLS:

Dedication towards the work – perseverance as my habit.
Good listening skill.
Quick grasping power.
Flexible to adapt new working situation.

SPOUSE PROFILE:

Name	Ms Sushma
Educational Qualification	M.A., B.Ed. & PGDCA
Profession	Working as a Warden (Girls Hostel) Chitkara University, Himachal Pradesh

CHILDREN: 02

Name	Kumar Vaibhav - 2nd Year B.Tech (CSE) Manav Raj – 9th Standard in School

PERSONAL PROFILE:

Name	**Ravi Kumar**
Date of Birth	10 March 1978
Sex	Male
Marital Status	Married
Father's Name	Sh. Banwari Lal
Permanent Address	900, Shiv Shakti Nagar PO. Birla Colonym Bhiwani (Haryana)
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RAVI KUMAR