CURRICULUM VITAE

Mukesh Kumar Jaiman



Date of Birth: 01st January 1985

Address: H. No- 192 A, R-Block, Narayan Vihar Jaipur (Rajasthan) - 302020

Contact no.: 7020117307 / 7741835368

Email id: rohansharma706@gmail.com

Languages: English and Hindi

Marital Status: Married

OBJECTIVE AND SYNOPSIS

Objective: To become a major contributor towards the success of progressive and growth-oriented organization by ensuring achievement of organizational goals through utilization of my skills and core competencies while striving for both professional and personal growth.

Synopsis: An astute, focused, result oriented and dynamic professional having excellent communication, managerial and interpersonal skills. Adept in performing optimally even in pressure situations. Team player and a thorough professional having positive attitude, proactive approach and respect for opinion of others.

Certified Corporate Trainer, Facilitator and Soft Skills Trainer (4 certifications- ISO, SHRM, CPD and HRCI) with enriched experience.

A proud Air Veteran with 20 years of enriching career in various roles (both technical and administrative) in Indian Air Force.

Presently, working as an Administrator at one of the most premium and elite real estate residential project in the state of Rajasthan wherein performing wide range of administrative duties.

CORE COMPETENCIES AND SKILLS

- Qualified and experienced Administration Professional.
- Certified Corporate Trainer & Facilitator and Soft Skills Trainer (**4 certifications-ISO, SHRM, CPD and HRCI**).
- Excellent Communication Skills (both verbal and non-verbal).
- Excellent Managerial and Interpersonal Skills.

CURRICULUM VITAE

- Effective and inspiring Leadership with motivating capability.
- Efficient Workforce Management.
- Excellent Team building Skills.
- Analytical mindset with an eye for the details.
- Excellent Relationship building and Liaison skills.
- Quick Decision-making ability.
- Problem solving, Negotiation and Conflict Management Skills.
- IT Skills (Microsoft office- 15^{+} years)
- Public Speaking and Presentations.
- Adaptability to change in work environment.
- Multitasking Skills.

CAREER HISTORY

AKSHAT APARTMENTS PVT. LTD.
(01 MAR 2024 to TILL DATE)

Job Profile: **Administrator**

Presently, working in management level as an Administrator at one of the most premium and elite residential real estate project (**SAWAI**) located at Jaipur. Wherein, I am performing a wide range of administrative functions, some of which are as listed below.

- Dealing with the clients, vendors, contractors etc. as FPoC.
- Administration of the personnel including staff and other workers.
- Undertaking internal as well as external correspondence/mail and follow up.
- Undertaking meetings with clients / vendors / in-house, delivering presentations, preparing reports and subsequent discussions.
- Ensuring and implementing operational safety protocols at the workplace.
- Conduct of training and development of the personnel through lectures, presentations and practical exposure.
- Preparing Standard Operating Procedures (SOPs) and ensuring their implementation.

- Conduct of CSR (Corporate Social Responsibility) activities and preparing subsequent CSR reports.

- Raising demands to maintain infrastructural/hospitality requirements and maintaining stock of the inventory.

- Overall management/supervision of security, housekeeping, horticulture etc.

FREELANCE CORPORATE TRAINING, SOFT SKILLS TRAINING AND ENGLISH TEACHING (BOTH ACADEMIC AND SPOKEN) (01 APR 2023 to 28 FEB 2024)

Job Profile:

- Delivered sessions on both Corporate Training and Soft Skills Training at various institutions/ corporate houses.

- Conducted both academic & spoken English classes for CBSE students of class 6^{th} to 10^{th} at a premier coaching institute based at Jaipur.

INDIAN AIR FORCE (16 Dec 2002 to 31 Dec 2022)

Job Profile:

(i) **Senior Non-Commissioned Officer in-charge of administrative office (Jul 2018 to 31 Dec 2022)**

Performed the duties and responsibilities of Senior Non-Commissioned Officer in- charge of an administrative office at one of the premier Air Force bases. Duties included following functions.

- Responsible for general office administration and associated HR functions.

- Database management of the personnel.

- Management of correspondence Files (hard files as well as e-files) and e-office.

- **Conduct of training and development of the personnel through lectures, presentations and practical exposure**.

- Preparing Standard Operating Procedures (SOPs) and ensuring their implementation in consultation with senior functionaries.

- Preparing and processing case files for infrastructural needs and provisioning of the same thereof.

- Undertaking both inter-departmental and external correspondence.
- Catering for the admin requirements of the personnel.
- Inter departmental liaison across departments such as IT, Accounts, Operations and Logistics etc.

(ii) **Skilled and qualified Aircraft Technical supervisor (Jul 2013 to Jul 2018)**

Performed following technical duties as a qualified supervisor of the aircraft in the air stream of the trade.

- Supervision of technical activities including Snag analysis and rectification, independent charge of the aircraft and system checks performed on aircraft by subordinates.

(iii) **Skilled and qualified Ground Technical Supervisor (Jan 2004 to Jul 2013)**

Performed following technical duties in the ground stream of the trade.

- Armament Administration, Supervisory activities on ground systems, handling and maintenance of stores, Snag analysis and rectification.

(iv) **Basic and Specialized Technical Training (Dec 2002 to Jan 2004)**

ACADEMIC CREDENTIALS

2012 **Master of Business Administration**
(Human Resource Management)
Sikkim Manipal University, Gangtok- **75.28%**

2013 **Associate Degree in Science**
IGNOU, New Delhi- **66.00%**

2008 **Bachelor of Arts**
University of Rajasthan, Jaipur- **50.77%**

2001 **Senior Secondary (XII- Science-Mathematics)**
Rajasthan Board of Secondary Education- **66.77%**

1999 **Secondary (X)**
Rajasthan Board of Secondary Education- **75.00%**

CERTIFICATIONS

2024 **Corporate Trainer & Facilitator certification**
HR Certification Institute (HRCI) and CPD standards Office

CURRICULUM VITAE

2024 **Train the Trainer certification**
Indian Standards Organization (**ISO 9001:2015**)

2024 **Soft Skills Trainer certification**
Society for Human Resources Management (SHRM-SCP)

2022 **Certification in Retail Management**
Institute of Cooperative Management, Jaipur- Grade '**B' (70-80%)**

2012 **Certification in Computer Hardware maintenance and Repair**
Universal network of Infotech, Pune- Grade '**A' (86% and above)**

2011 **Certificate in Security Management of Strategic Installations**
IGNOU, New Delhi- **59.00%**

ACHIEVEMENTS

(i) Certificate of appreciation by Air Officer Commanding on 30 Dec 2019.

(ii) Certificate of appreciation by Commanding Officer on 30 May 2017.

(iii) Certificate of appreciation by Commanding Officer on 27 May 2016.

(iv) Certificate of appreciation by Commanding Officer on 10 May 2016 for exemplary work on a project with a team of scientists.