**RAJESH YADAV**

Cell: +91 9818 332552 email : akashyadavdelhi@gmail.com

+91 9899 261633

**Seeking Senior Level Managerial assignments in Administration/Facilities / Challenging Opportunities with a growth oriented organization.**

**PROFESSIONAL SYNOPSIS**

**Presently working in NEO Hospital, Noida as “Manager (Admin.)”**

**Worked in Metro Group of Hospitals, Noida as Manager (Administration)**

**Multispeciality, Heart Hospital &Institute (Both)**

**Caring of Patients and their Attendants, Reception Staff (Admission, Coordination Billing) feedback from Patients, Attendants, and taking care of waiting area’s facilities. Monitoring Nursing Station, CCU, ICU, Emergency OPD, Operation Theaters, Cath Lab, Path Lab, X-ray Room, Blood Bank,Security, all Maintenance (Electricity, Water) Laundry Ambulance Service, Canteen, Cafeteria & proper staff deployment (directing leading and motivating work force) etc.**

**J K Paper Ltd**

\* A dynamic professional with over 25+ years of rich experience in Corporate Business Group.

\* Worked with **J K Paper Ltd** as **Asstt. Manager, Tele- Communication/Administration (Apr 87- Nov 12).**

\* Adept in general administrative activities, personnel management, policy implementation and facilities management across the organization.

\* Deft in handling infrastructure development & expansion involving budgeting procurement, vendor Development and material supply.

\* An effective communicator with excellent relationship building interpersonal skills, strong analytical, problem solving & organizational abilities. Possess flexible & detail oriented attitude.

\* Public Relations & Liaisoning expert.

**General Administration**

\* Supervising Housekeeping, Horticulture, Fleet and Transport Operations in the organization.

\* Ensuring optimum and effective utilization of funds in providing congenial work environment and basic amenities in the work premises.

\* Conducting various functions like annual workshops, scholarship awards for employee’s children, picnic sports & cultural activities for creating an environment of fun & excitement among the employees.

\* Ensuring maintenance of optimum inventory levels in the stores and maintaining business relations with vendors for the procurement of necessary items for the office.

\* Managing the Telephone (EPABX) System, Fax, Fire Equipments, Taxi, Courier Service, Hotel Booking Rail Reservation and other customer related issues.

\* Liaising with various authorities like Police, Telephone Department, Transport Department, MCD, NDMC, BSES, etc. for obtaining approvals**/**clearances.

**Facilities Management**

\* Handling complete facilities & infrastructure set up involving Workstation, Cafeteria, Offices, Gymnasium, Conference and Training facilities.

\* Interfacing with different departments for executing the maintenance of all equipment in the organization.

\* Ensuring regular supply of drinking water along with Catering and Cafeteria management.

**Infrastructure Development and Maintenance**

 Engaged in the expansion of office infrastructure entailing selection of vendors, awarding the contract to Real Estate Consultant Firm and procuring the Office purchase.

 Ensuring procurement & maintenance of stationary, furniture, consumables, and electrical goods.

 Maintenance of office equipments like Xerox, Fax, Computers, Printers, Telephone Instruments etc.Liaison with Govt. and regulatory bodies for obtaining necessary sanctions**/**approvals and ensuringsmooth working conditions in the premises.

**Man Management**

 Directing, leading and motivating workforce, imparting, continuous on job training for accomplishing greater operational effectiveness **/** efficiency.

 Working on succession planning of the workforce, shift management activities, appraising the member’s performance & providing feedback.

 Resolving interpersonal issues & working towards a harmonious work environment.

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| **PROFESSIONAL TRAINING PROVIDED BY THE COMPANY** |

\* Time Management

\* Administration Management

\* Basic Operation of Computers

\* Fire Fighting

\* Conflict Management

\* Negotiation Skill

\* Communication Skill

\* Leadership and Team Building

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| **ORGANIZATIONAL EXPERIENCE** |

Name of the Company **:**  J K Paper Ltd.

Tenure **:** April-1987

Designation **:** Asstt. Manager (Communication)

J K Paper Limited has a turnover sale of Rs.1000/- crore per month. It has Corporate Office in New Delhi, having Plants in East & West India engaged in diversified field i.e. Cement, Tyre, Dairy Products, Sugar, Seeds, Insurance, etc.

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| **ACADEMIC QUALIFICATIONS** |

1. B.A. from Rohilkhand University, Bareilly (U.P.)

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| **PERSONAL DETAILS** |

Name : Rajesh Yadav

Father’s Name : Late Sh.J.S.Yadav

Date of Birth : 01.01.1959

Permanent Address : 16 - J & K Extn. Gali No.-2, Laxmi Nagar

Delhi - 110092