



Raj Arya

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CAREER OBJECTIVE

Seeking a challenging and responsible position with a progressive organization where experience, intelligence and ambition will be utilized to their fullest potential and would like to apply my theoretical knowledge into practical work and achieve what I need to be in the field.

QUALITIES

Smart Worker and Soft Spoken
Punctual and Flexible
Good Observer and Listener
Adaptability, Knowledge and focus on Work
Language Known :- English, Hindi, Punjabi

QUALIFICATIONS

Certificate of Proficiency in Computer Applications with "A" Grade From GTB Computer Education(Regd.)
Certificate of Proficiency in Tally ERP 9.0 from Indian Institute of Entrepreneurship.
Certificate of Merit in Knowledge Knock 2004-05 Contest Organized by All India Society of Electronics & Computer Technology(AISECT) and Dainik Jagran.
Diploma in Computer Application, Professional MicroSoft Office, Internet, HTML.

EDUCATION

10th

Ramgarhia Sen.Sec.School, Ludhiana
Punjab School Education Board (P.S.E.B)

10+2

Ramgarhia Sen.Sec.School, Ludhiana
Non-Medical Stream - Punjab School Education Board (P.S.E.B)

Bachelor of Computer Application

G.G.N.I.M.T Khalsa College, Ludhiana
Punjab Technical University (PTU)

Master of Computer Application

Guru Nanak Dev Engineering College, Ludhiana
Punjab Technical University (PTU)

2015 — 2018

SKILLS

Microsoft Excel - Advanced
Microsoft Word - Advanced
Microsoft Power Point - Advanced
SAP ERP Software - Basic

Adobe Photoshop - Proficient
Adobe illustrator - Proficient
ERP 9 (Skynet Innovations) - Proficient
Tally Solutions - Basic

**WORK
EXPERIENCE**

**Reliance Communication(Mads
Agency-Chandigarh)**

July 2011 — April 2013

Team Leader

Planning & Execution of the entire retention activity for the MNP & Volentry cases of the Ludhiana Cluster.

Handling a team of 5 field officers.

Maintaining the Performance Chart on Daily Basis and Report Directly to the HUB.

Checking and clearing the bills,Working on MS Excel and Managing all the Back-end Operations.

Achieving the Targets provided by the Company.

Involved in Sales to certain extent.

Soni Engineering Company

April 2013 — March 2018

Operation Executive

Managing and handling a supply unit with a team.

Operating Company's Software (ERP by Skynet Innovation) & Supervising.

Inventory Management, Checking and clearing the bills,Banking work.

Working on MS Office/MS Powerpoint and managing all the back end operations.

Making Bills,Purchase Orders, Designing on Photoshop.

Prepare and deliver regular reports,Handling whole dispatch process and report to Boss.

Co-ordination with the parties and acheiving the dispatch goals.

Maintain a professional relationship with Suppliers and Vendors and fo llowing up on work orders.

Lucent Worldwide

March 2018 — May 2020

Operation Executive/Administrator

Responsible for smooth work flow among different departments.

Ensuring timely delivery of projects to the Clients.

Co-ordination with teams working in different countries mostly in China.

Managing the company's commercial operations and various expense.

Handling recruitments/Induction and Event planning.

Responsible for timely payments from Clients and follow up projects.

Making payment reports of different countries and follow up on payment.

Social media editor and IT operations (Connectivity/Hardware configuration/ Installation).

Preparing presentations for projects/profile and site visit reports.

Assisting with softwares like Adobe Photoshop, illustrator etc

Study and conclude for various projects to the higher authorities.

Assisting the HOD and General Manger to ensure the business operations run smoothly.

Arrange Booking for the various visits done by Principal and other designers.

New Swan Autocomp Pvt.Ltd.

June 2020 — Till Date

Executive Assistant (Operations)

Acting as a point of contact b/w various departments and handling correspondence directed to HODs & departments.

Taking dictation and minutes from daily MIS meetings and follow ups.

Organizing daily meetings and booking meeting rooms as per plans.

Follow up/Closing the tasks assigned to various departments and other office activities like processing incoming/outgoing e-mails, transcription, typing, printing, record retrieval etc.

Library management for company's catalogs, manuals and drawings.

Prepare/Update KRA/KPI, MIS formats and assigning monthly scores to various departments.

Variable salary calculation, score calculation for Company KRA and Individual departmentwise KRA.Ensure/Validate data authentication of various departments.

Making contractor's payroll, Dispatch details, Data analysis and auditing reports as and when required.

Maintaining the current filling/database system and looking for the ways to improve current system.

Operating SAP software system for reports (helping the departments with the same), budgets, passing POs, other SAP entries as and when required.

Making travel arrangements and detailed travel itineraries and TA(Travel allowance) details.

Providing IT Operational support, preparing excel reports, presentations and other backend operations.

INTERESTS

Reading Bible, Gardening, PC Games, Listening to Music

REFERENCES

References available upon request.