



Gulshan Rattan

Shiv Nagar, Near Employment Office,
Bhadwasia Fatak , Jodhpur-342006

M.Com. (Buss.Admn.)) P.G. Diploma in Labour Laws, Labour Welfare & Personnel Management (D.C.LL), MBA (Finance) from GJU, Hisar,

Professional Experience:

- Organization :** **Working with Global Care Hospital Paota, Jodhpur** since dt. May, 2018 to till date continued.
- Designation : Back Office
- Duration : last 3 yrs
- Job Profile : Managing & Supervising Administrative Activates like: Back Office Work.
- Organization :** Worked with **Jodhpur Institute of Engineering & Technology (JIET) Jodhpur**, for dt. 01 June 2007 To 31.12.2018.
1. College awarded me “**BEST EMPLOYEE**“ for the session 2012-13 for excellent Contribution in Administration Dept.
2. College awarded me with Certificate of Appreciation to Gulshan Rattan in recognition of his 10 year of Exemplary to the Institutions March 20, 2017.
- Designation : Sr. Office Executive
- Duration : Duration period 12 yrs.
- Job Profile : Managing & Supervising Administrative Activates like: Student Cell Work, Maintain Discipline in College Campus.
- Organization :** **Worked with M/s Fine Art & Exports, Jodhpur**
- Designation : Back Office Incharge
- Duration : 2002-2006
- Job Profile : To input varies details in the computer (Order processing Invoice/ Packing List). Generating various reports, maintaining Photo Editing.
- Organization :** **Worked with M/s S. Finance(Four Wheeler Division (A franchise of ICICI Bank) Jodhpur**
- Designation : Back Office Incharge duration period 2 years
- Job Profile : Responsible for independently file login and approval the loan.
- Organization :** **Worked with M/s U.S. Agencies Pvt. Ltd. (An ISO-9001 Company), Basani I Phase Jodhpur**
- Designation : Back Office Incharge
- Duration : 1998 TO 2002 years
- Job Profile : Responsible for independently maintaining the Staff Salary & Labour Salary Maintaining the All Back Office Work. Actively involved in ISO 9001 activities and documentations.

Computer Proficiency:

Basic Skill :-
General :-

MS-Office, Photoshop

Well versed with Internet Fundamentals.

Academics Profile :

B.Com. (Commerce) M.Com. (Buss.Admn.) D.C.LL,
MBA (Finance) .

Personal Information

Father's Name :

Lt. Shri Baldev Krishan Rattan

Date of Birth :

21.09.1972

Marital Status :

Married

Nationality :

Indian

Languages: :

English, Hindi, Punjabi, Marwari,

Permanent Address :

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Jodhpur-342006,

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(GULSHAN RATTAN)