

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 :** **Worked with Global Care Hospital Paota, Jodhpur** for dt. May, 2018 to December 2022.
- Designation : Back Office
- Duration : last 4 yrs
- Job Profile : Managing & Supervising Administrative Activates like: Back Office Work, TPA and BSBY 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 :-

Academics Profile :

MS-Office, Photoshop

Well versed with Internet Fundamentals.

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 :

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

Email :

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(GULSHAN RATTAN)