

RESUME



Daulat Ram

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Career Objective

Seeking a career to utilize my knowledge, personal skills to gain a comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly, to be a part of an organization wherein I can use my skills and my efficient interactive abilities, and to co-operate and work well with people.

Educational Qualification

- **Matriculation (10th)** From Haryana Board, 2006
- **Intermediate (12th)** From Haryana Board, 2008
- **Bachelor of Commerce (B.Com.)** From Delhi University (SOL) 2015
- **Masters in MBA (HR)** From SMU 2018

Professional Qualification (Computer Proficiency)

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|-----------------------|-------------------------|
| • MS Word | • MS Excel (Advance) |
| • MS Outlook | • MS Power Point |
| • Google Sheet | • Google Form |
| • Hindi Typing 30/WPM | • English Typing 40/WPM |
| • Chat GPT | • Tally |

Work Experience (Previous Profile)

The Navyandhra School, (from 21st March 2022 to 8th Feb 2025)

Designation: Admin Executive

Work Profile:

- Providing assistance to the principal and the HR on multiple grounds.
- OASIS, LOC, and all other CBSE related tasks.
- Updating of UDISE, MIS and other Govt. compliances.
- Oversee the maintenance and upkeep of school facilities.
- Manage office supplies and vendor management.
- Supervise the work of housekeeping and maintenance Staff.
- Transport management and routine vehicles maintenance.
- Handling safety and security hazards.
- Keeping up to date AMCs.
- Manage records, files, and documentation procedure.
- Handling Email correspondences and follow ups with internal and external stakeholders.
- Other general administrative and clerical tasks as assigned.

Work Experience (Previous Profile)

School Education Trust, (from 17th May 2019 to 15th Dec. 2021)

Designation: Executive Assistant to COO

Work Profile:

- Provides a bridge for smooth communication between the management and internal departments.
- Schedule meetings, appointments and event management.
- Handle external correspondence, such as emails, calls, and official letters.
- Manage information flow in a timely and accurate manner.
- Updating paperwork and maintaining documents.
- Recording minutes during meetings.
- Travel management for senior executives.
- Handling petty cash and office billing management.
- Bank-related work like NEFT, RTGS, cash withdrawal and cash deposition.
- Perform other office administrative duties as and when assigned.

Work Experience (Previous Profile)

Grameen Mukta Vidhyalaya Shiksha Sansthan, (from 18th Mar. 2014 to 30th Apr. 2019)

Designation: Office Coordinator

Work Profile:

- Follow office workflow procedures to ensure maximum efficiency.
- Maintain files and records with effective filing systems.
- Support other teams with various administrative tasks.
- Monitor office expenditures and handle all office contracts.
- Deal with client's complaints or issues.
- Monitor office supplies and place orders as and when required.
- Keeping excellent communication with office fellows.
- Attendance and leave management.
- Handling petty cash and record maintenances of expenses.
- Printing, typing and scanning related tasks
- Providing clerical support to the management.

Personal Profile

- Father's Name : Late Shri Dharumal
- Date of Birth : 26th April 1990
- Marital Status : Married
- Languages : Hindi and English

Declaration

I hereby solemnly affirm that all the information furnished above is true to the best of my knowledge and belief.

Date:/...../.....

(DAULATRAM)