

Rajesh Kumar. R

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Career Objective

A challenging growth oriented in progressive organization where my skills all efficiently utilized to improve ovation and contribution to organization's success.

Educational Qualifications

- Completed **B.Sc., Plant Bilogy & Bio Technology** in Presidency College (Anna University), Chennai from 2006 -2009
- Completed B.Ed. in Pondicherry University from 2009 -2010

Professional Experience

- Worked as **Admin Executive** for **Coalesce Technologies Private Limited** from May 2010 to May 2016.
- Worked as **Assistant Manager – Admin & Hr** for **Casa Interior Studios Private Limited** since May 2016 to August 2019.
- Worked as **Senior Manager – Sales** for **Casa Interior Studios Private Limited** since August 2019 to September 2024.
- Worked as Own Business – Home Infrastructure works from October 2024 – August 2025.

Experience Summary

- Sales & Marketing exposure and handling the customer for business.
- Individual handling the customer for the site visit and requirement discussion for customer Interior works and preparing quotations.
- Customer Enquiry follow-up and converting for new project sale.
- Customer relationship management – Coordinating with customer for project design work , Material delivery in site and Execution works.
- Coordinate with designs Team , Execution Teams for completing the project site at timeline.
- Payment Follow up with customer for ongoing projects.
- Market strategy analysis among other competitors company. Notifying their competitive works and work through strategy.

- Business Activity consuming advertisement in Field and Sites.
- Preparing Quotation for the requirements and Finalizing the job work.
- Customer support for Product requirements.
- Expertise in managing the Admin facilities for IT companies
- Having good exposures towards managing multiple admin facility vendors.
- Managing Housekeeping Office boys.
- Expertise in organizing and managing various ISO audits for Admin facilities.
- Cab, flight, bus, train and Accommodation booking.
- Organizing for all corporate training programs.
- Taken all bookings and Office guest house maintenance.
- Handling with all general administration works.
- Dealing with Labor payment & Non Wood Work completion.
- Handling Attendance & Payroll Process.
- Organizing function for all festivals.
- Responsible for supervising and maintaining day to day admin facilities for Chennai Locations.
- Focused towards analyzing and implementing cost reductions in admin facilities.
- Ensures to liaise with vendors and consultants for following up with the jobs, sharing the policy changes and keep all the stakeholders updated with the required information to avoid any hazards and challenges.
- Petty cash handling.
- Maintaining high standard of Hygiene in the work area.
- Ensuring comfortable work area to associates / employees by going walk through and receiving complaints / personal and solving issues immediately.
- Proper coordination, planning & execution with HK in case of emergency & to meet operational requirement as per client instructions to ensure optimum result with available resources.

Achievements

- Achievement award winning Best performer award for 8 times in sales process.
- Award Winning for quarterly Topper awards in Sales Achievement.
- Monthly Target Achievement as committed.

- Successfully handled a new office expansion right from finalizing office space to setting up complete office infrastructure in Chennai & Bangalore locations.
- As a senior in the department, I had handled Facilities & Infrastructure management function.
- Successfully Runned our office guesthouse with good income.
- Achieved the best performance award.
- Got 1st Prize in Talent Test

Certifications

- Completed **Hardware and Networking** certification with 94%, in Accord, Saidapet Littlemount

Physical Security

- Conduct weekly and monthly audit on all statutory registers.
- Conduct monthly audit on all office materials (Monitor, Ram, Hdd, Motherboard, AC, Lights,etc.....)
- Activating & deactivating newly joined & resigned employees ID cards.
- Processing new ID cards for new joiners.
- Temporary ID card process

Strengths

- Smart Working
- Self Confidence
- Effective team player
- Adaptability
- Negotiation Skill

Personal Dossier

Father's Name : Mr. Rajendran
 DOB : 28-12-1988
 Sex : Male
 Marital Status : Married
 Nationality : Indian
 Languages : English, Tamil
 Permanent Address : No: 1/129, Mariyamman koil st,
 Vanur (TK), Vilupuram District,
 Karasanur - 605 109.

Present Address : No: 1, Elumalai Street , Selaiyur , East Tambaram
Chennai - 600073 Main Road,

Declaration

I hereby declare that all the details mentioned above are my own and are true to the best of my knowledge.

Place:

Signature

Date :

(Rajesh Kumar. R)