

RAKESH KUMAR



EDUCATION

Diploma in Information Technology (DIT)

Sikkim Manipal University, May 2004

B. Sc (H) from L. N. M. University
July 2003



KEY SKILLS

Microsoft Office



Vendor Management



Documentation



Internet



ADDITIONAL SKILLS

Clerical Work

English Typing Speed (70 WPM)

Coordination with Departments

Professional Attitude



+91 - 9667713539



Mayur Vihar Phase -3,
Delhi



PROFILE

A vast work experience primarily started with BPO & KPO from year 2005 till 2017 and later moved in Admin profile & worked for some good organizations from 2018 till date.

Dedicated and results-driven Administration personnel with a proven track record of optimizing office operations and enhancing administrative efficiency. My expertise lies in streamlining processes, implementing effective administrative systems and managing diverse tasks to support overall business objectives.



PROFESSIONAL EXPERIENCE

Administration Executive

October 2025 – Present

A Private College,
Ghaziabad

- To roam in college campus for checking of cleanliness and maintenance related work.
- Maintain existing vendors, search & onboarding new vendors with proper negotiation of best quality materials in comparative price
- Maintain availability and leave records of guards, peons and subordinate employee and provide to HR
- Ordering and maintaining office/college stationaries supplies and equipment. Verify the invoices and submitting bills through Zoho.
- Create, Maintain & Availability of office records - both online and offline

Admin Executive & Coordinator

March 2023 – September 2025

A Civil Construction Startup, Noida

- Reply to Director's email on behalf of him and take care of clients & stakeholders for any issue or information
- Purchase RAW materials for various running sites as per the requirements by issuing/without issuing Purchase order
- Maintain existing vendors and onboarding new vendors with managing their payments and credits
- Pre & Post document work for an employee – from joining till full and final payment
- Ordering and maintaining office supplies and equipment. Create, maintain & availability of records – both online and offline.

Admin Executive

Feb 2019 – Jan 2023

J.M. Super Hospital, Bihar

- Supervision of housekeeping and non-medical staff and manage their attendance and leave records,
- Search & enrol new vendors and make professional relationship with existing vendors. Also verify vendor invoices, manage their bill payments.
- Make travel arrangements for doctors and staff with their hotel bookings.
- To promote hospital online by creating flyers and pages in Google Business, Facebook and WhatsApp.
- Overall provide full support to hospital non-medical and medical staffs for a non-interrupted 24x7 work.

Coordinator

Dec 2017 – July 2018

Swar Vandana, Noida

- Create rosters of classes in the way to optimize the timings of teachers and students.
- Purchase office supplies and supervising vendors as well as to handle admissions inquiries, managing SW classes and ensuring the fees received from all the students on time.
- Supervising teachers to report and take class on time with assisting the form filling for Prayag Sangeet Samiti & Trinity College of London.
- Leave Management and prepare the teacher's Monthly Salary data.

Assistant Manager

Apr 2012 – Nov 2017

Aegis Associates, Delhi

- It was US Medical Billing (RMC) process. Managed 2 Team Leads, 9 Charge Posters as well as 4 Eligibility Team Members for 24 x 7 work.
- Acting as first point of contact for all queries regarding process and billings.
- To create rosters & leaves in a way to uninterrupted the work with fulfilling TAT.
- Coordinate with AR Team for better posting of charges and get more revenue for the company.

Process Coordinator/SME

Aug 2008 – Mar 2012

Keane Worldzen, GGN

- Initially started as a Sr. Process Associate and later moved to SME.
- To analyse the documents related to US mortgage and escalate the queries related to missing items to Team Lead
- To attend the client calls with seniors to get escalated issue resolutions and later shared with the team.
- To create SOPs & teach the procedure practically to new joiners.

PERSONAL

Date of Birth – March 1979
Email – misterrakeshshrivastava@gmail.com

Dated

(Rakesh Kumar)