**RAJESH RANJAN **

**Cell: +91 9889789000 e-mail: somyrajesh@rediffmail.com­­­­­­­­­­­­­­­­­**

**--------------------------------------------------------------------------------**

**CAREER SUMMARY**

**Administrative/Managerial professional having over nineteen years experience with consistent administrative performance and achievement of business targets in insurance and other financial industries. Previously had a supervisory position in a reputed Inter College (10+2) utilizing Administrative and Relationship building skills with reliable track record of public relations as well as leading and motivating staff and students to achieve high level of performance simultaneously to make our institution reach the pinnacle of glory which I want to execute.**

**WORK EXPERIENCE**

1. Working as **Hostel Warden** in *Raj English School & Hostel*, Varanasi since 01- 09 - 2011.
2. **Worked as a Development Manager / Sales Manager in Pvt. Life Insurance Cos**

**(From June 2006 to August 2011).**

1. Working experience as an ***Office Superintendent*** with D.S. Memorial Inter College, Ballia from dated 01-09-1998 to 31-05-2006.

**Job Responsibilitie**

**In a Supervisory capacity handled functions like:**

* **Day to Day Official and Clerical duties,**
* **Record Keeping - in regards to the Teachers/Sub-staffs as well as the Students,**
* **Overall Maintenance of School campus,**
* **Coordination with the Principal, teachers/staffs, parents and even students.**
* **Admission Process / Fee-Collection (occasionally),**
* **Stores/Stationary in charge,**
* **Organizing Annual Functions & Cultural Programmes etc.**
1. **Worked as a ‘*Zonal Administrative Officer’* in GALAXY ASSOCIATES (NBFC), at Zonal Office, Patna (Oct 1995 to Aug ‘98)**

**-2-**

**Job Responsibilities**

* **Handling Personnel & Admn. of whole Eastern Zone (which included :-Zonal Office, Muzaffarpur & Siwan Regional Offices and all Divisional & its Branch Offices).**
* **Correspondence with H.O. & the concerned Regions/Divisions/Branches.**
* **Audit Report of Patna Region and its Sub-ordinate offices.**
* **T.E. Bills of whole Zone.**
* **Matters related to Business Reports, Expense Ratio, Loan Recovery, Tour Diary, Tour Programme, Log Book etc.**

**QUALIFICATIONS**

**Academic**

**B.A. from Rohilkhand University, Bareilly (1991) .**

**Professional**

* **MSW(*I* yr.) from Kashi Vidyapeeth,Varanasi (1992),**
* **PG Diploma in *Personnel Management & Industrial Relations* from Bhartiya Vidya Bhavan, Mumbai (1993) .**

**COMPUTER PROFICIENCY**

* **MS-Word, Excel**
* **MS-Power Point**
* **Internet Applications**

**ACHIEVEMENTS**

* **Ranked third all over India in Agency Recruitment in Bajaj Allianz during July-Aug’06.**
* **Won HOS Competition in Jan’08.**
* **Qualified for HOS Meet in March’08.**
* **Rewarded with three promotions within two yrs. service of Bajaj Allianz LIC.**
* **Won many Competitions, awarded with prizes, certificates & honours.**
* **Qualified for VELOCITY (Specialized training programme) at Mussoorie in Nov.’08.**
* **Honored by VP & ZM (I’Pru) with Certificates/Prizes for Qualifying in Contests.**

**CO-CURRICULAR ACTIVITIES**

* **Acquired Certificate in N.S.S.**
* **Positioned Third in College level QUIZ.**
* **Organized & Participated in Cultural Programmes.**

**-3-**

**FAMILY BACKGROUND**

**Spouse - Mrs. Sunita Pathak**

 **PRT -**cum**- Girls Hostel Warden**

 **(Raj English School, Varanasi)**

**Father - Mr. R. S. Pathak.**

 **Retd. Faculty Member / Divisional Manager.**

 **Sales Training Centre ( LIC of India.)**

**Elder Brother - Mr. R. R. Pathak.**

 **Asstt. Branch Manager**

 **LIC of India.**

**Son - Studies in Class I @ Raj English School, Varanasi.**

**PERSONAL DETAILS**

**Date of Birth - 14-03-1971**

**Marital Status - Married**

**Languages Known (R/W/S) - Hindi, English, Bhojpuri**

**Hobbies - Cooking, Music & Driving**

**Permanent Address - Vill- Bhusoula, Post- Lalganj,**

 **Distt- BALLIA - 277216 (UP)**

**Mailing Address - C/o Harihar Kripalu Upadhyay,**

 **B-2/95 A, Bhadaini, Varanasi – 221001**

**Salary Expectation - *Negotiable***

**Place: VARANASI ( U.P.) *( Rajesh Ranjan )***