Rajib Kaushik

**CONTACT DETAILS**

C/0 Hiren Sarmah

Jonaki Nagar Tiniali

Golaghat-785621  
 Cell: +919864116830   
Email: rajib.kaushik@gmail.com

**OBJECTIVE**

To excel in the professional field and work as a team for the success of the organization, ensuring my future progress with the growth of the organization.

**QUALIFICATIONS SUMMARY**

* Effective Education and Career training modules.
* Payroll & Compensation Management
* Effective Implementation of Employer Employee Relation
* Conducting value-worth & meaningful seminars to impart new knowledge in the sector am associated with.
* Liasoning with Statutory & other Governmental bodies
* The foremost part which is above all is smooth administration of the Organization

**EDUCATION:**

**D.el.ed(Diploma in Elementary Education from NIOS)(2017-19)**

Dibrugarh University, Dibrugarh, India

* **B.Sc.**  (2000)

APTECH Computer Education Centre, Guwahati

* Diploma in **Information and System Management (DISM)**

C-DAC, Pune

* **Diploma in Accounting & Financial Programming (DAFP)**

[National Stock Exchange](https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0CCMQFjAB&url=http%3A%2F%2Fwww.nseindia.com%2Feducation%2Fcontent%2Fabout_ncfm.htm&ei=0UbkU5CPMJa68gXhl4HACQ&usg=AFQjCNFzPj32jcyJZgsegicB9Cvt4wVoeA&sig2=_E9oVLPJafWkA9LZX7YMrA&bvm=bv.72676100,d.dGc) (NSE)

* **Certification course in Financial or Capital Market: N.C.F.M (Capital Market) Module**

Indira Gandhi National Open University (IGNOU)

* **Post Graduate Diploma in Management(H.R & Personnel)** (Pursuing)

**WORK EXPERIENCE:**

**Teacher:** Working as a Faculty in Gurukul Global Academy, Golaghat w.e.f 1st February 2021 to

till date.

**Trained Graduate Teacher:** Worked as a Faculty, Science and Maths in Vivekananda Kendra Vidyalaya, Golaghat, from September’2014 to January 30th 2021

***Administrative Officer:*** April 2005’ to July 2014Assam Air Products Private Limited, Guwahati.

* All statutory compliances relating to Department of Explosives, Department of Drug’s, Pollution Control Board, State Electricity Board, Chief Inspector of Factories, Land conciliation department Etc.
* Liase with Government departments like Circle Office and Agricultural department for acquition of Land for establishment of New Projects.
* Arranging Air & Flight Tickets for Company staff
* Looking after Printing & Stationery requirement of the Organization.

***Executive (Human Resource Management):*** March 2004 to March 2005,Ma Foi Management Consultants, Guwahati.

* Office administration, operations and documentation.
* Preparation of project proposals, project related documentation, reports.
* Reach out new Clients and Candidates
* Maintain P.F, attendance and all other H.R related works.

**COMPUTER PROFICIENCY**

* Packages: MS-Office 2000, MS Access
* Languages: C, C++, VB.
* Platform: MS DOS<WIN ME, WIN NT.

**LANGUAGES KNOWN**

* English, Hindi, Assamese

**PERSONAL BRIEF**

* Permanent Address: Jonaki Nagar Tinali, Opp: Uruli Bibah Bhawan, Golaghat, Assam, PIN: 785621
* Date of Birth: 31.12.1978
* Father’s Name: Hiren Sarmah

(Rajib Kaushik)

Date:

Place: Golaghat