

# CURRICULUM VITAE

**Rakesh Masih**

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## **CAREER OBJECTIVE**

To enhance the performance of the company for better output through a disciplined, organized and progressive ways with my sincerity, creativity, hard work and utmost endeavors in the task entrusted to me.

## **PROFESSIONAL EXPERIENCE**

- ADMIN. OFFICER (HR/ACCOUNTANT) - St. Mary's School, Sector- 46/B, Chandigarh -  
1 May 2010 - 30 June  
2019
- CBSE Compliance officer - Smart wonders school, Sec -71 Mohali -  
1 July 2019 - 30 Sept  
2019
- Sr. HR Manager – Sonalac Paints & Coatings Limited, IA-Ph-2, Chd.  
1 Oct 2019 – Present

## **BACKGROUND SYNOPSIS**

Graduated with **First class in BBA with distinction**

## **ACADEMIC QUALIFICATION**

<b>Class</b>	<b>School/College</b>	<b>Board/University</b>	<b>Year</b>	<b>Percentage</b>	<b>Division</b>
<b><u>MBA in HR</u></b>	I.T Campus sec-8/C, Chandigarh	Maharishi Dayanand University (MDU)	2009-11	75%	1 <sup>st</sup> Division
<b><u>MBA in Finance</u></b>	I.T Campus sec-8/C, Chandigarh	Maharishi Dayanand University Rothak	2011-12	67%	1 <sup>st</sup> Division
<b><u>BBA</u></b>	Gian Jyoti Institute of Management and Technology	Punjab Technical University (PTU)	2006-09	80%	<b>1<sup>st</sup> Division with Distinction</b>
<b>12<sup>th</sup></b>	Govt. Model senior secondary school sec-23, CHD	C.B.S.E	2004-06	64.4%	1 <sup>st</sup> Division

10 <sup>th</sup>	St. John's High School, sec-26, CHD	C.B.S.E	2003-04	64.6%	1 <sup>st</sup> Division
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➤ **First rate knowledge of computer (MS word, Ms Excel, Power point, Internet etc.)**

**EXTRA CURRICULAR ACTIVITIES:-**

- ❖ Participated in cultural activities at school and college level.
- ❖ Having a good Dancing skills

**ACHIEVEMENTS:-**

- ❖ Best Student Award in Graduation 2009
- ❖ 1<sup>st</sup> Prize in case study in Graduation 2006
- ❖ Silver medal holder in 1500 meter race in 10<sup>th</sup> class
- ❖ State certificate in football 1<sup>st</sup> runner up
- ❖ Various position Certificates in Dance Competition

**KEY SKILLS AND ATTRIBUTES**

- Technically proficient in **MS Word, Excel, PowerPoint, Internet.**
- Good communication and interpersonal skills.
- Committed team player with flexible approach towards work.
- Aggressive target oriented personality and very committed towards the assignment given to me.
- Creative, innovative, hard working, Enthusiastic, punctual and Honest.
- Matured enough to handle sensitive information in a professional way.

**HOBBIES**

1. Playing Football
2. Playing Guitar
3. Dance (Western Dance)
4. Adventurous Tours
5. Listening old Hindi Songs
6. Body building

**PERSONAL DETAILS**

Father's Name : Late. Sh. Darshan Masih

Date of Birth : 26<sup>th</sup> April 1986

Sex : Male

Marital Status : Single  
Nationality : Indian  
Languages Known : English, Hindi, Punjabi, Nepali  
Place : Chandigarh

**Date:**  
**Place:** Chandigarh



( Rakesh Masih)