

Ashok Raheja
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OBJECTIVE

Seeking to work with an Organization where my creativity & responsibility can be nurtured and to endeavor towards achievement of the Organization's Goals through dedicated teamwork.

Looking for a Job in Library Section

ACHIEVEMENTS

Independently established Personnel Department in my previous company with new system for smooth running of work.

PROFESSIONALSTRENGTH

Have excellent interpersonal communication skills demonstrated by ability to work with people of diverse backgrounds. Ability to maintain a positive attitude in the face of changes in work assignments. An independent and self-motivated professional with an ability to grow positive relationships with colleagues at all organizational levels.

EDUCATION

10 + 2 (Arts)	P.S.E.B, Mohali - 50%
Diploma (Mech.)	P.S.B.T.Ed. & Ind. Tr. – 56%
Degree (BBA)	Annamalai University – 53%
Post-Graduation (MSW)	Annamalai University – 62%
Degree (BLIS) – Bachelor of Library & Information Science	IGNOU – 65% (Successfully completed and submitted Internship Report on E Resources)
Computer Course	One Year Diploma in Computer Application from Manipal Computer Academy, Bangalore with 'A' Grade.

EXPERIENCE

Total 15 years of experience in the field of HR, Admin, Facilities & Stores Operations for various industries.

Fresher in Library Science, have completed my internship on the topic of E Resources in Libraries through visits in different libraries.

OBJECTIVE

Looking for a permanent settlement in an educational institution through the course which I have completed where my capabilities and knowledge can be nurtured.

PERSONALDETAILS

Marital Status	:	Married
Date of Birth	:	11.11.1973
Languages Known	:	English, Kannada, Hindi, and Punjabi
Hobbies	:	Reading Books, Playing Badminton and Listening Music

(ASHOK RAHEJA)