

LOHITH RAI

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OBJECTIVE

To improve my career in the dynamic field, where I can utilize my skills to contribute to the growth and success of company, while continuously learning and developing my abilities in administrative operations.

EDUCATION

Bachelor of Science

Silicon Collage of Advanced studies

Graduation: October 2021

SKILLS

- Inventory Management
- Communication Skills
- Time Management
- Administrative
- Organizing
- Strategic Planning
- Team Collaboration
- Employee engagement
- Budget maintenance
- Event management

Experience

Aiplex Software Pvt Ltd, Bangalore

Process Associate

Nov 2021 - March 2023

- Data analysis
- Team coordination
- Team attendance and leave calendar management
- Anti-piracy
- Surveillance Social media
- Removing infringement content from the internet
- Surveillance of social media
- Providing Anti-piracy service to the client (AHA)
- Managed the team in the absence of TL maintained night shift
- Trained new joiners

SAI SERVICES

HR Admin

April 2023 - March 2024

- Maintained sourcing HR duties
- Sourcing of the right candidates
- Taking the Telephonic Interview
- Arranged Interviews
- Trained new joiners
- Maintained Administrative activities
- Maintained Facility
- Maintained vendors, negotiated with vendors for better deals
- Maintained Housekeeping and Security manpower
- Office engagement
- Maintained the office building and appliances
- Maintained invoices processing & follow ups
- Managed and arranged multiples events and birthday celebrations
- Took care of travels and couriers

JLL

Site: Clicktech Retail Pvt. Ltd.

Admin Executive

April 2024 – Present

- Administrative activities
- Maintained Facility
- Maintained documents
- Maintained parking
- Maintained vendors, negotiated with vendors for the better deals
- Maintained Housekeeping and Security manpower
- Office engagement.
- Maintained the office building and appliances
- Maintained invoices processing & follow ups
- Managed and arranged multiples events and birthday celebrations
- Took care of couriers
- Exercised managing/helping customers who came up with issues
- Simplified multiples tasks
- Petty cash management
- Assisted colleagues with their operations
- Took place in the renovations
- Overseeing the Day-to-day activities
- Maintained the travel, cab, flight and hotel bookings
- Completed the complete office renovation & Branding

KNOWN SOFTWARES

- Autodesk maya
- Illustrator
- ToonBoom
- Adobe XD
- Nimble
- Ms word, Ms Excel, Ms PowerPoint
- Photoshop
- Computer fundamentals, windows-based application

LANGUAGES

- English
- Hindi
- Kannada
- Tulu
- Tamil
- Telugu
- Urdu