

RESUME

Name - RAHUL CHAVAN
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Educational Background.

- (a) SSLC - Marathi Vidya Niketan, Belgaum (KA) - 82%.
- (b) Intermediate(10+2) - Jyoti Pre-University College, Belgaum(KA) - 74%
(Science)
- (c) BA - Karnataka Open University, Dharwad(KA) - 56%
- (d) PGDBA (HR) - Symbiosis Centre for Distance Learning, Pune - 57%
- (e) MA(HRM) - Jamia Millia Islamia University, Delhi - 65%

Professional Experience.

- (a) Served in Indian Army as a Clerk (Staff Duties) which is equivalent to civil trade Clerk PA / Administrator as per the National Council of Training for the Vocational Trades(NCTVT) / National Apprentice Certificate(NAC) for 18 years 03 months and 16 days.
- (b) Date of Enrollment - 16 Dec 2004.
- (c) Date of Retirement - 31 Mar 2023.
- (d) Character - Exemplary.
- (e) Have experience in handling of Small Arms, Automatic Weapons, Rifles, Sten Machine Carbines and Light Machine Guns.
- (f) Undergone Field Firing and battle inoculation every year and has been trained in Offensive and Defensive Operations under simulated battle conditions.
- (g) Trained in Fire Fighting and use of Fire Fighting appliances.
- (h) Imparted sufficient training in exercising security measures to safeguard the Govt property from theft, sabotage and fire risk.
- (j) Safe custody of office keys and other documents, Security of Personnel, Information and Materials.



- (k) Have worked in different parts of the country with full of zeal, enthusiasm, discipline and loyalty.
- (l) Have experience in working in different departments/sections such as Administration, Training, Accounts and Computer Section in Indian Army as a Clerk.
- (m) Worked into administrative software like Human Resource Suite (HR Suite) and Human Recourse Management System in the Army.

Courses.

- (a) Basic Computer Course(Army) - A+.
- (b) Certificate in Computer Operations - First Class with Distinction.

Personal Statement.

- (a) I have experience in working different departments/sections such as Administration, Training, Accounts and Computer Section in Indian Army as a Clerk and also have worked in different parts of the country with full of zeal, enthusiasm, discipline and loyalty.
- (b) I can able to work as head of office administration and also able to assist/manage HR department.

