

CURRICULUM-VITAE

Pushpendra Kumar Rajak

Admin | Operations | Coordinator

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Location: Jalandhar, Punjab



Professional Summary

Experienced **Admin & Operations professional with 6+ years of overall experience** across hospitality, retail, and education sectors. I worked as an **Admin at Lovely Professional University**, with strong expertise in **administration, front office operations, stock & inventory control, cashiering, documentation, reporting, and coordination**. Known for accuracy, reliability, and smooth handling of daily operations. Seeking growth-oriented opportunities with enhanced responsibilities and compensation.

Key Skills

- Administration & Office Operations
 - Front Office & Customer Handling
 - Stock & Inventory Control
 - Cashiering & Billing
 - Documentation & Record Management
 - Vendor & HO Coordination
 - MS Excel, MS Word, Email Communication
 - Customer Order & Repair Management
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Professional Experience

Admin Executive

Lovely Professional University (LPU) – Punjab

17 December 2025 – 30 June 2026 - Managed daily administrative activities and office coordination - Preparing reports, maintaining records, and ensuring data accuracy - Coordinating with internal departments for smooth operations - Supporting compliance, documentation, and routine office processes

Stock Controller & Cashier

Reliance Jewellery Showroom

05 March 2022 – 16 December 2025 - Managed stock maintenance, inventory reconciliation, and daily

stock reports - Handled cashiering, billing, and customer transactions with high accuracy - Coordinated with Head Office for stock inventory and customer orders - Managed customer orders, repairs, and after-sales service coordination - Maintained customer database and ensured compliance with company policies

Hotel Receptionist

Hotel Downtown – 2 Years

AB Clarks Inn – 6 Months

(Prior to March 2022) - Managed front office operations including guest check-in/check-out - Handled billing support and maintained guest records - Coordinated with housekeeping and management for smooth operations - Delivered professional customer service and issue resolution

Education

- **MBA (HR & Marketing)**
 - **Bachelor of Business Administration (BBA)**
 - **Diploma in Hotel Management**
 - **Graphic Designing Certification**
 - **12th & 10th Standard**
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Strengths

- Strong numerical and calculation skills
 - Ability to work under pressure
 - Team-oriented and dependable
 - Innovative problem-solving approach
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Career Objective

To obtain a responsible position in **Admin / Operations / Coordination** where my experience and skills contribute to organizational success while enabling professional growth.
