



SURENDRA SINGH SHEKHAWAT

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JAIPUR RAJASTHAN

PROFESSIONAL SUMMARY

Dedicated TEAM LEADER with over 12 years of experience in supervision, operations management, administration, training, project management and cross-functional communication. Team player with expertise managing staff for efficient production. Detail-oriented scheduler seeking to leverage background into managerial role with progressive organization.

CORE QUALIFICATIONS

- Sales expertise
- Staff coaching
- Staff recruitment
- Team motivation
- Strong delegating abilities
- Quick decision-making
- Conflict resolution expertise
- Business strategy
- Target implementation
- Project management
- Cost Management

ADDITIONAL INFORMATION

- Language Known:- Hindi and English
- DOB:- 19-NOV-1979
- Marital Status:- Married
- Religion:- Hindu

EXPERIENCE.

TEAM LEASE (SAMSUNG INDIA ELECTRONIC Rajasthan) | Jaipur ASE (TEAM LEADER). 2024

02/02/2022- 02/02/2024

QUESS CORP LIMITED. (Samsung Electronics)-Jaipur Rajasthan SENIOR EXECUTIVE RECRUITER.

- Responsibly for Hiring ISD/TL/MIS/Other: (SAMSUNG INDIA ELECTRONIC)
- Recruitment (Screening & Selection),
- Maintain all record (Data, Line- -up, Joining), Generate OMS
- Onboarding, Client Meeting, College Campus hiring, Field Recruitment, Social Recruitment, NGO
- Recruitment. Associate References

2014 - 2021

TEAM LEASE (SAMSUNG INDIA ELECTRONIC Rajasthan) | Jaipur ASE (TEAM LEADER)

- Handling SAMSUNG Handset Business in Jaipur city and Jaipur UPC market. (6 Cr.)
- Handling 2 distributors in assign area and manage proper stock supply in assign market and sellout.
- Maintain Market hygiene in assign area. (MOP, Cross selling).
- Handle Retail part in assign area (Training, Branding, Promoter. Promotion).
- Team Management (SEC, SEC-LITE, TEMP-SEC).

2006 - 2010

CAFÉ COFFEE DAY (Rajasthan) | JAIPUR ASST CAFÉ MANAGER

- Handling Sales and day operation.
- Product Quality
- Customer Service and Delightful Experience
- Maintaining FIFO and Stock Inventory
- New Product launch - Promotion, Visibility,

2003 - 2005

Prizza hut (Rajasthan) | Jaipur

Crew Member

- Customer Service.

EDUCATION

B.A from Raj Jain University

12th from NIOS Open School

10th: from ACEM School Pune

