

## CURRICULAM VITAE

### KAJOR MAL PRAJAPT

**Residence Address:** - Plot No. 41-B-1, New Chandlai Nagar, Shivdaspura, Tonk Road, Jaipur-303903 (Rajasthan)

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#### PROFESSIONAL OBJECTIVE: -

- To join an organization working for socio-economic betterment of the rural communities, specially marginalized sections of society through innovative methods.

#### ACADEMIC QULIFICATION: -

S. N	Class	Year of Passing	Board / Institutes
1.	<b>MBA (Finance)</b>	2023	Suresh Gyan Vihar University, Jaipur
2.	<b>B.A. (Arts)</b>	2020	Vardhman Mahaveer Open University, Kota
3.	<b>12<sup>th</sup> (Arts)</b>	2015	Board of Secondary Education, Rajasthan

#### WORK EXPERIENCE: -

- Present Working in Shri Dev E-Mitra and Rojgar Center Jaipur as Computer Working from 01.01.2025.
- Worked in Shri Giriraj Dhani Properties, Chandlai Road, Shivdaspura, Jaipur as '**Filed Manager**' From 01 April, 2023 to 31 Dec., 2024
- Worked in Rajasthan Skill and Livelihoods Development Corporation (A Government of Rajasthan Enterprise), Jaipur as a '**Caretaker cum Store Keeper Assistant**' from 11 April, 2022 to 31 March, 2023 under the General Manager, RSLDC. (Agency of M/s. Global Resource Management, Jaipur).
- Worked in Rajasthan Skill and Livelihoods Development Corporation (A Government of Rajasthan Enterprise), Jaipur as a '**Caretaker cum Housekeeping Assistant**' from 03 March 2020 to 10 April, 2022 under the General Manager, RSLDC. (Agency of ZPSS, Kota and M/s. IC, Jaipur).
- Working in IIHMR University as a '**Housekeeping Assistant**' and Guest Relations from 2<sup>nd</sup> November 2019 to 02 March, 2020 under the Registrar.
- Worked in Bhatnagar Manpower Consultant Pvt. Ltd. as a '**Admin Executive Cum Asstt. Mgr-Placement**' from 1st May 2019 to 30<sup>th</sup> October, 2019.
- Worked in Rajasthan Skill and Livelihoods Development Corporation (A Government of Rajasthan Enterprise), Jaipur as an '**Administrative Cum Caretaker**' from 14th July 2013 to 28th May 2019 under the Managing Director, RSLDC.

#### KEY SKILLS:-

- Office Management and Implementation.
- Establishment & Admin.
- Coordination with Government Offices.
- HR Management.
- Store and Record Management.
- Housekeeping Management.
- Hostel/ Hotel Management.
- Training and Placement.

- Monitoring and Evaluation.
- Leadership.
- Mobilization and Counselling.
- Decision-Making.
- Confidential Record Keeping.
- Reporting Skills.
- Real Estate Skills.

**OTHER KNOWLEDGE: -**

- Wide knowledge of Skill schemes of State & Central Government i.e. ELSTP, DDU-GKY, PMKVY, RSTP etc.
- Knowledge Building Constructions Supervision work.
- Knowledge Sale and Marketing work.

**HOBBIES AND AREAS OF INTEREST: -**

- To Spend Time with Family
- Listening to Podcast
- To Help rural Communities

**PERSONAL INFORMATION:-**

- ❖ Father's name : Sh. Shyoji Ram Prajapat
- ❖ Date of birth : 24th June, 1986
- ❖ Material status : Married
- ❖ Nationality : Indian
- ❖ Languages known : Hindi & English

**DECLARATION: -**

I hereby declare that the information given above is true to the best of my belief and knowledge.

**(KAJOR MAL PRAJAPAT)**