

# RAKESH BIHARE

H. No. 17/B, Vikas Colony, Bagh Dilkusha

Bhopal, Madhya Pradesh – 462023

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## Career Objective

To establish a successful career within a forward-thinking organization, leveraging my academic background and professional experience to contribute to operational efficiency and strategic growth. I aim to continuously enhance my competencies through dedication, integrity, and a commitment to excellence, ultimately aspiring to progress into senior leadership roles that drive organizational value.

## Educational Qualifications

Qualification	Institution / Board	Year of Passing	Remarks
M.Com (Master of Commerce)	Barkatullah University	2013	Specialization in Commerce & Finance
B.Com (Bachelor of Commerce)	Barkatullah University	2011	Focus on Accounting and Economics
Higher Secondary (12th)	M.P. Board	2008	Commerce Stream
High School (10th)	M.P. Board	2006	General Education

## Languages Known

- Hindi: Fluent (Read, Write, Speak)
- English: Proficient (Read, Write, Speak)

## Professional Experience

**Position:** - Assistant Manager  
**Organization:** - *Sadhna Siddhi Vigyan*  
**Duration:** - April 2011 – March 2025  
**Location:** - Bhopal, Madhya Pradesh

### Key Responsibilities:

- Oversaw administrative and operational functions, ensuring effective execution of daily business activities.
  - Supervised document and records management, ensuring data integrity, confidentiality, and adherence to compliance protocols.
  - Coordinated team workflows, established task priorities, and supported cross-functional collaboration to meet organizational objectives.
  - Led digital transformation initiatives involving document digitization, indexing, and retrieval through efficient system integration.
  - Conducted regular audits and reporting to track performance metrics and streamline departmental procedures.
  - Acted as a liaison between management and staff, facilitating effective communication and conflict resolution.
  - Implemented quality control standards to enhance service delivery and operational excellence.
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### Technical Skills

- Software Proficiency: Microsoft Office Suite (Excel, Word, PowerPoint), Internet Research, Email Communication
  - Typing Skills: Accurate typing in both Hindi and English
  - Tools Utilized:
    - MS Excel: Data analysis, reporting, and spreadsheet management
    - MS Word: Documentation and professional correspondence
    - Internet & Email: Research, communication, and workflow coordination
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### Core Competencies

- Leadership & Supervision: Experience in guiding teams and managing operational units.
- Organizational Skills: Strong ability to prioritize tasks, manage time, and handle multiple responsibilities effectively.
- Professional Integrity: Committed to maintaining confidentiality and ethical work practices.
- Adaptability: Quickly learns new systems and adjusts to dynamic work environments.

- Communication: Excellent interpersonal skills; able to collaborate across departments and levels.
- Result-Oriented: Driven to deliver measurable results and contribute to continuous improvement.

### Personal Details

- **Name:** Rakesh Bihare
  - **Father's Name:** Mr. H.K. Bihare
  - **Date of Birth:** 29-11-1989
  - **Gender:** Male
  - **Marital Status:** Unmarried
  - **Nationality:** Indian
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### Declaration

I hereby declare that all the information stated above is true and correct to the best of my knowledge and belief. I am willing to produce original documents for verification as and when required.

**Date:**

**Place:** Bhopal

**Signature:**

Rakesh Bihare