



# Rajan Jaiswal

Business Leader proven to develop and implement business management initiatives. Creates business strategies, allocates resources, finds ways to increase productivity and assesses employee performance. Bridges communication between partners and suppliers with strong business acumen and managerial abilities.

---

## WORK EXPERIENCE

---

### CONTACT ME

---

☎ +91 6287150494

✉ rk00jaiswal@gmail.com

📍 Sasaram, Bihar

🖱 <https://instagram.com/rajanjaiswal434?igshid=YmMyMTA2M2Y=>

**in** [www.linkedin.com/in/jass-raj-76712123a](https://www.linkedin.com/in/jass-raj-76712123a)

### AREAS OF EXPERTISE

---

#### Networking

Here, i learn how to build relationship with anyone.

Gained practically proper knowledge of MS Excel.

#### Communication skills

Journey of telecalling to become communication officer with our best speaking skills.

#### Hotel Management

Here i know the actual value of money. And know the lack of financial knowledge.

### Hotel management

#### **Paddy hospitality pvt ltd • Bengaluru • 2022 – Present**

- Increased customer service ratings through personable service.
- Hired and trained new employees, demonstrating best methods for serving clients and guests.
- Manage all legality and hygienic. And take also responsibility of area manager.

### Team leader

#### **Internacia india mkt pvt ltd • varanasi • 2021 – 2022**

- Supported office business development and customer service.
- Coordinated weekly meetings for internal and external groups.
- Demonstrated knowledge of company mission and goals and mentored employees in reaching objectives aligned with company core values.
- Led team of thirty five members while providing exceptional customer service.

### Communication officer or telecalling

#### **Networking company • Varanasi • 2019 - 2020**

- Managed communications with external and internal stakeholders across entire incident lifecycle.
- Answered calls using computerized dispatch software system for routing to appropriate responders.
- Planned and organized seminars, meetings and retreats.

### EDUCATION & CREDENTIALS

---

#### **Bachelor of science**

Veer kunwar singh university, Ara, Bihar  
2023