**RAJNISH DUTT RATURI**

**G-190, Sec-22, Noida**

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**Objective**

Always Seeking Challenging Assignments so that I may be presented with opportunities which will top my potentials. Believes in Team work and result oriented. A strong believes that resulting in my growth and productivity.

**MINISTRY OF LAW AND JUSTICE (DEPARTMENT OF LEAGAL**

**AFFAIRS)** 4th September 2020 to Till date

**NOTARY CELL (DEPARTMENT OF LEAGAL AFFAIRS**

The Notary cell of the Department of Legal Affairs makes appointments of the Notary and implements. The Notaries Act, 1952 and the Qut’s framed there under.

**ROLES AND RESPONSIBILITIES**

* Deals with the scrutiny of the online application receive from different States/union Territories, processing of the applications and holding of interviews for appointment as Notaries.
* Conducts inquiry into the allegations of professional misconduct on the part of the Notaries.
* Deals with RTI applications first and second appeals.
* Handling court cases filled in various High Courts. It renews certificates practice of Notaries issued by the Central government every five on sufficient reasons./
* Typing of documents on computer.
* Diarizing, Indexing and maintaining records.
* Managing regular Court related works such as marking cause lists, filing papers in the registry /processing court fee stamps and maintaining the records there of.
* Scrutiny of documents on behalf of offices of UOI.
* Processing of applications scrutiny of documents and issuance of Notary certificates to advocates on behalf of Union of India.
* Maintaining the records of documents of Union of India both offline and online.

Further; Record clerk, dispatch Rider and Staff, Car driver perform the miscellaneous work of the ministry.

**APPOINTMENT INTERVIEWS HELD THROUGH DIGITAL MODE**

Conducted online Interviews in the state of Himachal Pradesh, Gujarat, Karnataka, North-Eastern states for appointment as Central Government Notaries.

**OBJECTIVES**

To bring in Legal Reforms to achieve the Vision and Mission of the department to facilitate the functioning of

**MINISTRY OF LAW AND JUSTICE**

**(Department of Legal Affairs )**

**DELHI HIGH COURT**

**(Litigation Section)**

**OBJECTIVE**

To bring in Legal Reforms to achieve the vision and Mission of the department. Facilitate the functioning of Ministries and Departments for good governance by providing appropriate Legal advice and opinion develop a comprehensive E-governance solution for the conduct of litigation, transform the Department of Legal Affairs through information technology. Promote excellence in the legal profession.

**ROLES AND RESPONSIBILITIES**

* Processing litigation Files and Paper work and other paper work of Government of India.
* Maintaining data of Litigation for against Government of India.
* Assisting in Payments of fees of Government advocates.
* Doing all computer related work of Government offices.
* Preparing word Documents, Excel Sheets of Government records.
* Limbs (Legal Information and Management briefing s/stem) the Legal information and briefing system (LIMBS) is web based application for Monitoring all Court Cases where Union of India is Party.
* **Data entry of a new case and case updation.**
* The work relating to the Railway Board and the Department of Telecommunication organisations.
* Nominations of Arbitration panel counsels in domestic disputes.
* Maintain the records of documents of Union of India both offline and online.

The litigation (HC) section handles the Litigation work at the High Court of Delhi or behalf of all the Ministries/ Departments of the Government of India.

There is one Additional Solicitor General of India (ASG) and a Panel of Central Government standing counsels (CGSC) Senior Counsel and Government pleaders (G.P.) to conduct Litigation on behalf of the Central Government

**IENERGIZER IT SERVICES PVT. LTD.**  4th August 2014 to 10 July 2020

Sr. Admin Executive

I energizer is a global provider of business process out sourcing (BPO) sourcing, from customer services and collections, to chat claims and investor relations.

I energizer provides strategic out sourcing to the world’s leading banking, health care, publishing, legal, financial services, gaming and utilities companies, including.

**Profile Summary**

* Proficient in Multi-Tasking, Vendor Management Communication, Electromechanical & Facility Maintenance, Negotiation for Cost Savings.
* A Problem Solver with Indepth Knowledge about the Functioning of the Facility.

**Roles and Responsibilities**

**Soft Services**

Handling the cleaning and upkeep of the complete premises including wash rooms, shop floors, common areas, corridors, reception etc. along with the rostering & deployment of House Keeping Personnel.

**Security (Physical and Virtual)**

Responsible for visitor check in’s & out, vendor movement with proper ID Cards along with proper check on the CCTV Logs and their functioning/.

**AMC’s/SLA**

Team player is the reallotment of AMC’s/SLA’S for existing vendor along with searching for new vendors to maintain healthy competition in cost saving to the company.

**Vendor Management**

* Responsible for sourcing of material from market with their rate comparisons and due approvals.
* Ensuring timely delivery of material and due bill processing.

**Cafeteria**

* To provide healthy & hygienic environment
* Time to time meal arrangement
* Taking care of upkeep and maintenance of cafeteria used by more than 10,000 people.

**Sourcing and Maintenance**

* Taking care of all kind of repair and maintenance work of company.
* Sourcing material for repair and maintenance.
* Hiring manpower for repair and maintenance.

**Cab Management**

* A key player in providing cabs to the employees by marketing timely roster and keeping a tab on cab’s count by closely working with operations, so that the cab’s may be utilized at their full capacity and operate as per governments norms.
* Cab arrangement for the clients and senior delegations.

**Client Management**

* Managing client visits, conferences etc.
* Taking care of all kinds all arrangement.

**Courier Management**

**Inventory management**

**Handling the manpower and gaining the target at right time.**

**A SQUARE TECHNOLOGIES PVT. LTD., NOIDA** June 2011 to July 2014

Sr. Admin Executive

**Roles and responsibilities**

A square technologies Pvt. Ltd. Is a growth stage talent engagement, management, development and consulting (Temdandc) company with a comprehensive service offering in the technology space that includes RPO, contingency recruitment cross border recruitments and executive searches.

**Security Management**

* Vendor Management Responsible for creating a data base of vendors for timely delivery of material.
* Safety and security of the Staff and Premises.
* Roistering of security personal and ensuring that team remains vigilant and alert at all time.
* CCTV and allied service-daily check for all devices to ensure that continuous recordings of the complete premises.
* Handling of access cards and their punching machine.
* Maintenance of fire extinguishers and fire alarm systems.

**Repair and Maintenance**

* Taking care of all kind of repair and maintenance work of company.
* Providing material for repair and maintenance.
* Sourcing of all kind of material for maintenance and repair work.
* Sourcing of DG and electrical materials.
* Maintenance of RO’s and water coolers.

**Cafeteria**

* Time to time Meal Arrangement
* Maintenance of cafeteria and hiring vendors for meal.
* Quality checks and inspections.

**Client Management**

* Arrangement of rooms and other accommodations for clients.
* Cab arrangement for clients.

**Conference, Meeting Organization.**

**Courier Management.**

**Stock Maintenance**

**BIRLA SUNLIFE INSURANCE COMPANY DHEHRADUN**

Asst. Admin Executive August 2009 to May 2011

**Roles and responsibilities**

Record Maintenance of customers and taking care of Pantry work.

**House Keeping management**

* Cleanliness of the office premises.

**FDC LIMITED, DHEHRADUN**  February 2008 to July 2009

Marketing Representative

**Academic Qualification**

* Pursuing L.L.B. from Chaudhary Charan Singh University, Meerut U.P.
* Bachelor of Science (MLT) from Doon (PG) Paramedical College and Hospital, Dhehradun.
* BBA from Emperial Institute of Management Science and Research in 2014.
* MBA from Emperial Institute of Management Science and Research in 2016.

**Professional Qualification**

* Diploma in MLT from Safdarjung Hospital, New Delhi.
* 6 months Computer Certificate from Sachdeva Training Institute, Noida

**Personal Information**

Father’s Name : Sh. C. D. raturi

Date of Birth : 20.06.1983

Marital Status : Married

Language known : Hindi & English

Hobbies : Listening Music & Net Surfing