

# JP RAJESH



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## PROFESSIONAL SUMMARY

To serve such an organization where one can devote full effort to achieve the goal of the company would take the job with a great sense of responsibility, enjoy the challenge of the new situation and expect to make a positive contribution in the position.

## EXPERIENCE

### Field Data Collector

BIGRS Project In NIMHANS | Bengaluru | April 2023 - August 2023

- Reviewed and processed confidential and extremely time-sensitive applications
- Provided general clerical support to office staff by copying and distributing documents and materials and maintaining filing systems
- Supported financial results by minimizing site waste and rework
- Uploaded or transmitted data using secure protocols
- Conducted surveys and documented all responses
- Gathered and submitted observational information in addition to required data points
- Checked for accuracy by verifying data and records
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.

## INTERESTS

HOBBIES , Photo editing and video editing, Travelling

## LANGUAGES

- English

## CORE QUALIFICATIONS

- Administrative Management
- Surveys
- Recordkeeping Skills
- Document Management and
- Field Support
- Data Collection
- Field Data Collection
- MS Office
- MS excle
- MS Word

## EDUCATION

Om Sai Degree College,  
Bangalore University  
Bcom(Bachelor of commerce)