



RAHUL CHAWLA

*Operations & Backend
Support Executive*

CONTACT

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Puri, Jaipur – 302002

CORE SKILLS

- ◆ Operations Management
- ◆ MIS Reporting & Data Entry
- ◆ E-Commerce Operations
- ◆ MS Office / Advanced Excel
- ◆ Google Sheets
- ◆ Vendor & Client Coordination
- ◆ Administrative Support
- ◆ Project Coordination
- ◆ Documentation & Records
- ◆ Team Collaboration

CERTIFICATIONS

- ◆ RS-CIT – 2017
- ◆ Marketing Mgmt – MSME 2013
- ◆ O-Level Computer – 2013
- ◆ Quiz Talent Search – NIFA

EDUCATION

BA – IGNOU University
HSC & SSC
*Board of Secondary Education,
Rajasthan*

LANGUAGES

- ◆ Hindi
- ◆ English

PERSONAL

DOB: 8th July 1993
Gender: Male
Status: Married
Father: Devendra Kumar Chawla
Nationality: Indian

PROFESSIONAL SUMMARY

Results-driven Operations & Backend Support Professional with 8+ years of experience across operations management, MIS reporting, workflow coordination, administrative support, and vendor/client coordination. Proven ability to deliver accurate, timely reports and improve operational efficiency across government and private sectors.

KEY ACHIEVEMENTS

- ▶ Improved reporting efficiency by 30% through advanced Excel & MIS optimization
- ▶ Reduced operational turnaround time by 20% through workflow improvements
- ▶ Managed end-to-end e-commerce operations across Amazon, Flipkart & Meesho
- ▶ Delivered error-free MIS reports to senior management for data-driven decisions
- ▶ Enhanced vendor and client coordination reducing delays in project delivery

WORK EXPERIENCE

Genius Infra Engineering Pvt. Ltd. (Govt. Tender, Civil & Construction Industry) -
Operations & Administrative Executive | 2024 –

- ▶ Coordinating with vendors, site teams supporting day-to-day operations & workflow coordination records, reports & management for smooth project execution.
- ▶ Managing documentation, records and MIS reports for smooth project execution
- ▶ Handling workflow coordination & correspondence with internal & external stakeholders

India Commercial Services (Commissioning Services / Business Support Services Industry) - *Operations – MIS Executive* | Feb 2023 – June 2024

- ▶ Managed operational workflows and backend coordination for commissioning work
- ▶ Prepared MIS reports and operational reports for management review
- ▶ Improved documentation processes and overall operational efficiency

SGL Lab (Jewelry & Gem Testing Laboratory Industry) -
Operations & Coordination Executive | Feb 2022 – Jan 2023

- ▶ Maintained jewelry records, dispatch coordination and client/vendor communication
- ▶ Handled daily sales & operations reporting and supported admin activities

CMB Solution Pvt. Ltd. (Business Solutions, Consulting & Non-Government Company) -
Backend Support – MIS / E-Commerce | Feb 2021 – Dec 2021

- ▶ Managed product listings, order processing, payment reconciliation, and shipment coordination across Amazon, Flipkart, Meesho, and eBay marketplaces.
- ▶ Prepared inward/outward invoice sheets; ensured regulatory compliance & data accuracy

Finance Department (Govt. of Rajasthan Finance Industry) -
Office Assistant cum Personal Assistant | March 2017 – Dec 2019

- ▶ Managed financial and official records with zero-error compliance
- ▶ Handled executive calendar, visitor scheduling and interdepartmental coordination
- ▶ Performed high-volume data entry in MS Word/Excel; maintained comprehensive filing system

Jaipur Metro Rail Corporation Ltd. (Govt. Industry - Public Transportation & Urban Rail Transit Sector) - *Token Sales Operator* | Jan 2016 – Jan 2017

- ▶ Provided fare & route guidance to passengers; maintained daily attendance & operational logs
- ▶ Supported administrative and operational activities with accurate documentation