

RAJENDRA SINGH

SENIOR INSTITUTIONAL ADMINISTRATION & DEVELOPMENT PROFESSIONAL

Jodhpur, Rajasthan, India | +91 9530061911 | rajendra.singh1979@outlook.com | linkedin.com/in/rajendra-singh27

EXECUTIVE PROFILE

Senior Institutional Administration & Development Professional with 20+ years of hands-on experience across higher education, school, educational trust and corporate environments. Experienced in institutional administration, campus and hostel operations, government and regulatory liaison, land and revenue matters, land conversion and registration, society formation and registration, affiliation and regulatory filing, examination-centre approvals, governance, staffing, administrative setup and operational readiness. Known for personally managing documentation, filings, submissions, inspection coordination, compliance, government correspondence and follow-up through approval and implementation. In addition to formal employment, independently undertake selected institutional-development assignments on a freelance/assignment basis, including documentation, filing support, land-related processes, affiliation renewal and regulatory coordination.

CORE EXPERTISE

Institutional Administration | Higher Education Administration | Institutional Development & Establishment | Campus & Institutional Operations | Government & Regulatory Liaison | Regulatory Approvals & Compliance | Academic & Examination Administration | Board, Committee & Trust Governance | Student & Hostel Administration | Staff & Workforce Management | Executive & Management Support | Stakeholder Management

CORE CAPABILITIES

- **Land & Revenue:** verification, demarcation, boundary marking, land conversion, registration, transfer and authority coordination
- **Entity & Institutional Setup:** society/trust formation and registration, government documentation, utility coordination and administrative readiness
- **Academic & Regulatory Approvals:** affiliation, programme approvals, inspection coordination, examination-centre approvals and compliance
- **School / Institute Development:** establishment documentation, land/building formalities, infrastructure coordination, staffing and operational setup
- **Governance & Administration:** Board/Trust meetings, proceedings, ATR/action follow-up, official correspondence, records and management decisions
- **Operations & Executive Support:** office/college/hostel administration, vendors, payments, staff coordination, events, stakeholder management and senior-management support

SELECTED CAREER ACHIEVEMENTS

- Managed institutional land and revenue matters involving verification, demarcation and permanent boundary marking of approximately 100–150 bighas, including government documentation and follow-up.
- Managed the formation and registration process of Ajaymeru Foundation Society, including government documentation, land-transfer formalities, 3-phase electricity connection and initial arrangements for a new CBSE school.
- Managed MDSU affiliation and approval processes for postgraduate programmes in Geography and Mathematics, including documentation, submissions, compliance, inspection coordination and follow-up through approval.
- Managed College Examination Centre approval through documentation, submission, authority coordination and follow-up through approval.
- Managed integrated College, Hostel and Trust Office Administration supporting approximately 500–700 students, 500+ hostel students and 40–50 staff.
- Contributed to approximately 15–20% annual enrolment growth through rural outreach, admissions support and scholarship facilitation; coordinated institutional events involving 4,000–5,000+ participants.
- Managed 1,000+ work orders through Delta ERP and handled approximately 30–35 tenders; available company records indicate an 85%+ award rate.

PROFESSIONAL EXPERIENCE

INDEPENDENT / FREELANCE INSTITUTIONAL DEVELOPMENT EXPERIENCE

Independent Institutional Development Professional | Freelance / Assignment-Based | Feb 2024 – Present

Independent practical assignments undertaken alongside formal employment, involving institutional documentation, regulatory filing, land-related processes, affiliation support, examination administration and government/authority coordination. These assignments are presented separately from formal employment experience.

- **B.Ed. College – Affiliation & Documentation Support:** Prepared and coordinated affiliation-related files, documentation and supporting records, including compilation of required institutional information and filing-related assistance.
- **Nursing College – Affiliation & Filing Support:** Assisted with preparation and compilation of affiliation-related documentation and filing requirements, including coordination and follow-up related to the submission process.
- **Institutional Land & Documentation Work:** Undertook practical land-related documentation and process support, including registration, mutation, conversion and related revenue/authority coordination as applicable to the assignment.
- **Affiliation Renewal & Regulatory Documentation:** Prepared and coordinated renewal affiliation files, compiled required documents, supported application/re-filing requirements and assisted with follow-up and compliance-related documentation.
- **Examination Administration & Related Coordination:** Supported examination-related documentation, applications, coordination and administrative processes, including liaison with concerned authorities where required.

Dara Engineering & Infrastructures Pvt Ltd., Jodhpur, Rajasthan

Assistant Manager (Administration & Project Coordination) | July 2021 – Present

- Manage 1,000+ work orders through Delta ERP, including BOQ data entry, rate finalisation, ERP processing and management approval workflows.
- Personally handle PHED design and drawing approval documentation, regulatory correspondence, submissions and follow-up with concerned government officials.
- Handle ERP workflow requirements, approval processes, reporting formats and Vendor Master enhancements directly with the software company.
- Handle end-to-end tender preparation and submission for approximately 30–35 tenders, including documentation, compliant staff/vehicle lists, online submission and departmental follow-up; available company records indicate an 85%+ award rate.
- Provide executive and confidential administrative support to the CMD and Senior Management, including official correspondence, representations and document management.

Bhagwant University, Ajmer, Rajasthan

Executive Assistant to Chairman & Vice Chancellor – Institutional Administration | April 2019 – June 2021

- Personally handled institutional development, government correspondence, land matters, documentation, progress tracking and assigned administrative matters for the Chairman and Vice Chancellor.
- Managed formation and registration of Ajaymeru Foundation Society, land-transfer formalities, government documentation, 3-phase electricity connection and initial arrangements for a new CBSE school.
- Managed institutional land, revenue and property matters, including verification, demarcation and permanent boundary marking of approximately 100–150 bighas.
- Managed land conversion, registration and related government documentation through preparation, submission and continuous follow-up with concerned authorities.
- Handled initial establishment arrangements for the new CBSE school, including land formalities, infrastructure coordination and construction-stage administration.

Veer Teja Mahila Shikshan & Shodh Sansthan, Marwar Mundwa, Nagaur, Rajasthan

Office Administrator – College, Hostel & Trust Administration | March 2011 – March 2019

- Managed school administration, government/board correspondence, staff coordination, parent relations and student welfare.
- Conducted rural student outreach, supported scholarship access and contributed to approximately 15–20% annual enrolment growth.
- Managed College, Hostel and Trust Office Administration supporting approximately 500–700 students, 500+ hostel students and 40–50 staff.
- Managed MDSU affiliation documentation, university correspondence, compliance, inspection coordination and approval follow-up for postgraduate programmes in Geography and Mathematics.
- Managed College Examination Centre approval and Board/Trust proceedings, ATR/action follow-up, confidential correspondence, donation-related records and 80G documentation.
- Managed staff attendance, work allocation, payments, vendors, institutional documentation and large institutional events involving 4,000–5,000+ participants.

Computer Education Society of Rajasthan (Jodhpur Discom Project)

Data & Operations Executive | Feb. 2004 – April 2008

- Processed electricity billing data using FoxPro and Visual Basic and handled data validation, meter-reading coordination, reporting and billing records.
- Prepared energy audit reports and maintained operational records supporting electricity billing processes.

EDUCATION

- Post Graduate Diploma in Computer Applications (PGDCA) — Jaipur National University, Jaipur | 2015
- Bachelor of Education (B.Ed.) — University of Kashmir, Srinagar | 2009
- Bachelor of Arts (B.A.) — Jai Narain Vyas University, Jodhpur | 2004

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Microsoft Excel Advanced — LinkedIn Learning | 2026 – Ongoing
- Microsoft 365 Essential Training — LinkedIn Learning | 2026 – Ongoing
- Rajasthan State Certificate in Information Technology (RS-CIT) — VMOU, Kota | 2013

TECHNICAL & DIGITAL SKILLS

Delta ERP | Work Order Management | Vendor Master Data | Microsoft Word | Excel | PowerPoint | Outlook | Teams | OneDrive | Google Workspace | Adobe Acrobat Pro | AI-Assisted Documentation | Digital Records & Information Management

LANGUAGES

Hindi: Native / Full Professional Proficiency | English: Professional Working Proficiency (Reading & Writing)