

SATYAM JAIN

Flat no -SF9 Block -B Indus green satellite Behind panchavati colony kalond Halla mangaliya
Indore Madhya Pradesh

jainsatyam2@gmail.com

8090692993

SUMMARY

To secure a challenging and rewarding position in a dynamic organization where I can utilize my skills, experience and passion to contribute to the success of company while continuously growing and developing professionally.

WORK EXPERIENCE

Sep. 2024 - Present

Somani comtrade pvt ltd (MIS Executive)

- Monitor and manage all data and reports.
- Generate reports, presentations and other communication materials
- Analyze and interpret data to identify potential areas of improvement
- Team management and manage all work.

2021 - 2024

LPG Planning Officer at Bharat petroleum

- To Co-ordinate with BPCL Officers for indent to dispatch of LPG product
- Co-ordinate with BORL officers for availability of product for dispatch.
- Creation of Invoices on behalf of BPCL for product dispatch to various locations.
- To contact with transporters for availability of vehicle.
- Knowledge of SAP & TAS

ACCOUNTANT AT MEHROTRA BUILDCON

2015 - 2021

- Work on GST Portal.
- Work online/of line on TALLY.
- Work on Microsoft excels for report preparation on daily basic
- Work on Microsoft word for update GST file & Return tax data. Work on excel sheet for report preparation on daily basic.

COMPUTER SKILLS

- Application : SAP (PP, PM, S&D Module), Tata portal CRM & Analytics
 - Application : Microsoft Office, Application : Microsoft Excel,
 - Application : TAS (Terminal Automation System)word for update GST file & Return tax data. Work on excel sheet for report preparation on daily basic.
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EDUCATION

EDUCATIONAL QUALIFICATION

- I have completed my senior school certificate (10+2) from varni jain inter college lalitpur from UP Board in 2013.
- I have completed my High school certificate (10) from Gvt. inter college lalitpur from UP Board with in 2011.

PROFESSIONAL QUALIFICATION

- I have completed my Masters of commerce from Ravindra Nath PG College Tikamgarh with in 2019. I have completed my Becholar of commerce from Nehru Mahavidhyalaya Lalitpur with in 2017 I have completed my Diploma in computer application from Government Polytechnic Lalitpur

ADDITIONAL INFORMATION

- Full Name : SATYAM JAIN
- Date of Birth : 02/09/1996
- Father's Name : Mr. Surendra Kumar Jain
- Mother's Name : Mrs. Sneh Lata Jain
- Gender : Male
- Marital Status : Unmarried
- Languages Known : English & Hindi
- Permanent Address : Lalitpur (U.P.) Pin-284403
- Mob. No : : : 8090692993

SKILLS

- Management Skills
- Tally Accounting
- MS Office
- SAP
- Leadership