

RESUME

INDRAJEET GIRMAJI
96/500, ROAD NO-2
GANDHI NAGAR,
VANASTHALIPURAM,
HYDERABAD- 500 070.

Mobile No:+91-7995723336,9158588432
Email ID:- indrajeetgirmaji1997@gmail.com

CAREER OBJECTIVE:

To build a successful career in the challenging environment of an organization that could utilize my inherent skills to contribute towards the growth of organization.

EDUCATIONAL QUALIFICATION:

- ✓ UNDER GRADUATE (B.COM) From Yashwantrao Chavan Maharashtra Open University, Nashik
- ✓ INTER in Commerce from Master Dinanath Mangeshkar,Aurad(SHA) Latur(Dist)
- ✓ SSC from Pandit veer Bhadreji Arya Vidyalaya Aurad(SHA) Latur(Dist)

WORK PROFILE IN GEOFAST PVT LTD:

- ✓ Taking care of entire client billing process and invoice generation.
- ✓ Vehicle GPRS Tracking and Fuel Efficiency Tracking.
- ✓ Trip sheet Preparation for Drivers salary Process purpose.
- ✓ Expenses checking against vehicle per month.
- ✓ Coordination with Branch In charges for Trip sheet Preparation.
- ✓ MIS Reports checking for Vehicle running KMS checking Purpose.
- ✓ All locations attendance sheets checking for drivers salary Process purpose.
- ✓ Vehicle maintenance fallow up from location (Tyre Rotation, wheel alignment).
- ✓ Payment fallow up for all Maintenance works in south India.
- ✓ Fuel Theft tracking through LOCONAV app.
- ✓ All required data updating in ERP s/w.

TECHNICAL SKILLS:

- ✓ MS OFFICE 2007
- ✓ Tally,ERP-9
- ✓ English Computer typing 30/Min Jan-2020
- ✓ Computer Base Exam MS-CIT Year May-2017

EXPERIENCE:

- ✓ **WORKING AS A FLEET & BILLING EXECUTIVE IN GEOFAST PVT LTD, HYD FROM 08-AUG-2020 TO TILL DATE .**
- ✓ **WORKED AS A ASSISTANT ACCOUNTANT & BILLINGS IN NEELKAMAL PUBLICATION PVT LTD HYD FOR 2.6 YEARS.**

STRENGTHS:

- ✓ *Hard working and punctuality.*
- ✓ *Ability to learn new things*
- ✓ *Positive attitude and self confidence*

HOBBIES:

- ✓ *Listening Music*
- ✓ *Watching TV*
- ✓ *Cricket.*

PERSONAL PROFILE:

<i>Name</i>	: INDRAJEET GIRMAJI
<i>Father's Name</i>	: DHINDIBA GIRMAJI
<i>Mother's name</i>	: LAXMI
<i>Date of Birth</i>	: 02/12/1997
<i>Gender</i>	: Male.
<i>Community</i>	: Hindu (Maratha)
<i>Known Languages</i>	: English, Hindi, Marathi .
<i>Marital Status</i>	: Unmarried.
<i>Nationality</i>	: Indian.
<i>Permanent Address</i>	: At. Post. Tadmugli, Mandal: Nilanga Dist: Latur-413522.

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Hyderabad

Date:

INDRAJEET GIRMAJI

