

# **RESUME**

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

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## **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 follow up from location (Tyre Rotation, wheel alignment).*
- ✓ *Payment follow 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:**

*Name : INDRAJEET GIRMAJI*  
*Father's Name : DHINDIBA GIRMAJI*  
*Mother's name : LAXMI*  
*Date of Birth : 02/12/1997*  
*Gender : Male.*  
*Community : Hindu (Maratha)*  
*Known Languages : English, Hindi, Marathi .*  
*Marital Status : Unmarried.*  
*Nationality : Indian.*  
*Permanent Address : 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**

