

MUKUND KUMAR RAI

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Wali Gali, Nangloi Delhi 110041

CAREER OBJECTIVE

To work in challenging environment with honesty and dedication mixed with hard work in a team to help the company achievement and growth and If I get a chance I will work to the best satisfaction of my senior.

EDUCATION

- Pursuing M.A from IGNOU 2023
- Graduate (B.A)from Delhi university
- Passed 12th from CBSE Board Delhi 2018
- Passed 10th from CBSE Board Delhi 2016

Skills

- Ms office(Ms word,excel,paint ,Power point)
- Tally ERP and Prime with knowledge of Busy software.
- Accounts payable and receivable
- Purchase and Sales with GST
- Reports payments and receipt balance sheet.
- Inventory management (physical stock and updating).
- Able to see transaction.
- Basic knowledge – web development (Html, Java, CSS, Python, bootstrap)
- Good communication skill.
- Learning ability and self confident
- Result oriented
- Team management
- Maintain a healthy fun-filled relation with colleagues

WORK EXPERIENCE

Ingenious recruitment services (Delhi, INDIA.)

Role: consultant

- Make calls to the job seekers and for their qualification
- Analyzing job requirements and needs
- Communicating regularly to candidates till joining
- Preparing candidates data and maintaining their records
- Prepare and mail information about the jobs and about the candidate
- Maintain clean and organized files by keeping their records regularly

A.K Enterprises Company. (Delhi, INDIA.)

Role: Account executive

- Making purchase and sales bills
- Prepare itemized statement, bills or invoices and records amounts due for item purchased or services rented.
- Prepared and made invoice to customers, processed payments, and documented accounts updates
- Generate and submitted invoices based upon established accounts receivables schedule and terms.

Language

- Hindi and English

Personal information

Name : Mukund Kumar rai
Date of Birth : 11/03/2000
Nationality : Indian
Father's Name: Sh. Sujay kumar rai
Marital status: Unmarried