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**HEMANT JAIN**

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# career objective

To learn and inoculate all the essential managerial skills necessary for reforming in real situations and contributing substantially towards the success of my organization thus harmonizing my growth along with my organization.

# Academic Qualification

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| --- | --- | --- | --- | --- |
| **YEAR** | **Levels** | **University/ Board** | **Institute** | **MARKS** |
| 2013-15 | MBA(2nd Semester) | Rajasthan Technical University(Kota) | International School Of Informatics & Management, Jaipur | 66.75% |
| 2013 | BBA | Rajasthan University | St. Wilfred’s P.G. College, Jaipur. | 60.22% |
| 2010 | Higher Secondary | R.B.S.E | Rawat Sr. Sec. School, Mansarovar, Jaipur | 66.77% |
| 2008 | Secondary | R.B.S.E | Govt. Sr. Sec. School, Mansarovar, Jaipur | 61.17% |

# work Experience

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| --- | --- | --- | --- |
| 1. | **Company Name** | : | Singhal Jagmohan & Associates, Jaipur |
|  | **Position Title** | : | Assistant Accountant |
|  | **Specialization** | : | Handling Clients Queries, Voucher Entries in Tally, Preparation of Companies Final accounts, Filing of clients documents. |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Date Joined** | : | April :-2011 | **Date Left** |  | Dec :- 2012 | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | **Company Name** | : | Alliance Traders, Jaipur |
|  | **Position Title** | : | Accountant |
|  | **Specialization** | : | Voucher Entries in Tally, Invoicing, Cash Handling, Stock Management |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Date Joined** | : | January :-2012 | **Date Left** |  | Continue.... | | | | |

# Project 1: Summer Internship

# Company Name : Baja Capital Ltd, Jaipur Duration: 45 Days

**Project Title : Complete analysis of Mutual Funds**

# Project 2: Social entrepreneurship program

**Organization Name : RVHA (NGO), Jaipur Duration: 7 Days**

**Project Title : Study on tobacco compliance under COTPA, 2003**

# Awards and Achievements

* Achieved 1st position in Social Entrepreneurship paper presentation competition in the 3rd North India conference of IDCA.
* Letter of Appreciation for B-Quizzing competition event which is held in IIIM College, Year, 2014.

# Co-Curricular &extra-curricular activities

* Participated in **Social Entrepreneurship** program, Year 2014.
* Participated in project presentation activity at college level, Year 2014
* Member of Core Committee which organized national level inter collage fest named MOSAIC 2014
* Letter of Appreciation for B-Quizzing competition event which is held in IIIM college, Year,2014
* Participated in State Level College Competition - EARTH held by SPG in St. Wilfred’s P.G. College, Year 2012.
* Participated in **Jaipur Marathon,** Year 2011.

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# CORE MANAGEMENT COMPETENCIES

* Adaptability
* Smart working
* Positive approach
* Optimistic
* Self motivated
* Dedication toward work

# Computer Skills

* Application of software packages (Word, Excel, Power point)
* Internet & browsing techniques.
* Operating systems: windows Xp, 7 & 8.
* Computer Accounting.
* Tally ERP 9.
* RSCIT.

# Personal profile

**DOB : 1st July 1992**

**Father’s Name : Mr. Vimlesh Jain**

**Marital Status : Single**

**Sex : Male**

**Nationality : Indian**

**Declaration:**

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

**Date :**

**Place : (Hemant Jain)**