# **HARSHIL KUMAR .K. JADAV**

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# **OBJECTIVE**



* To seek a position in a reputed organization, where I can exhibit my skills to the fullest and can constantly update myself with the new technologies & for challenging assignments.
* Ready to grab opportunities, if you offer me for the betterment of myself as well as company’s.

**PROFESSIONAL EXPERIENCE**



* **Currently Working With:**

**JAI INDUSTRIES (MFG. OF WOOD WORKING MACHINERY)**



**Current profile: Function – Taxation Department - Back office Operation**

**Designation: Executive Account/Taxation**

**Period: 01 April, 2014 & Working…**

* **Role & Responsibilities:**



* **Working on below Applications:**
* Looking after Sales Stock Maintenance & GST Data & Analysis (Udyog Software)
* Keep Record of finished goods & Capital goods & Inventories.
* Providing efficient and prompt action on filing the Returns every month…(GSTR1)
* Handling to Process related GST Works with the GST Office when required
* Handling the Export Dept. Documentation for Export Goods
* Looking for All Suppliers Invoices Data Entry & Maintain records as per Gst Rules.

**PROFESSIONAL EXPERIENCE**



* **Earlier Working With:**



**(A TATA Enterprise)**



**Current profile: Function – C.S.D, Department – Customer Service, Designation: CSS**

**Period: 16th April 2007 to 25th October 2013**

* **Role & Responsibilities:**



* **Working on below Applications:**
* Looking after the loading process.
* Providing efficient and prompt resolutions for Customers Enquiries, Complaints & Requests
* Maintain Demo & Installation File On Daily Basis & Send to D. M. on Weekly Basis
* Maintain Delivery Data File On Daily Basis & Send to D. M. on Weekly Basis
* Handling Complaints of Customers on Urgent Basis.
* Handling Customer Defective & Store Defective Problems.
* Handling All Process related After Sales.

**Earlier profile: Club Mahindra Holidays (Function – Consultant Department – sales)**

**Designation: Sales Consultant.**

**Period: November 2006 to April 2007.**

**Role & Responsibilities:**



* Coordination with Customer & Give Presentation about the Company.
* Sold Long term Membership & Convince Customers.
* Handling the customer query regarding the Holidays.
* Arrange the holidays as per customer requirement and assist them during proccess.

**COMPUTER PROFICIENCY**



* Well versed with modern day applications of Windows, MS Office, Excel and PowerPoint & Internet.
* I have cleared the Comp. Operator Cum Programming Assistant Exam with Dist. From ITI,
* Industrial Training Institute, Ahmadabad.

**PERSONAL PARTICULARS**



* **D.O.B:** 18th Oct. 1981
* **Sex:** Male
* **Nationality:** Indian
* **Language:** English, Hindi, Gujarati
* **Marital status:** Married

**ACADEMIC QUALIFICATION**



* M.Com. cleared with 2nd Class in 2005, from Gujarat University
* B.Com. cleared with 2nd Class in 2003, from Gujarat University
* H.S.C. passed out with 1st Class in 2000, from Gujarat Higher Secondary Education Board
* NCVT Certificate Course from ITI (Comp. Operating cum Prog. Assitan) in 2005,Ahmedabad

**Skill Developed During working**



* Excellence Communication skill towards Customers & Collegues
* Good presentation and Organization skills
* Understand Customer queries and Complaint & provide solutions as promptly as I can.
* English Communication skill development for betterment for conversation via email.
* Enhancing the knowledge via reading the newspaper & Aware about the surrounding.

**CONTACT FULL ADDRESS**



* I1-601, SHREE NAND CITY-10, NEAR DOON SCHOOL OF EXCELLENCE, NEW MANINAGAR,
* RAMOL,AHMEDABAD- 382449, GUJARAT
* Email address – [harshil\_kumar1981@yahoo.com](mailto:harshil_kumar1981@yahoo.com)

I hereby declare that above furnished information is true & I take full responsibility for said words.

Yours faithfully,

HARSHILKUMAR

Date:- 04/11/2022

Signature :\_