**RESUME**

(Mobile): 91- 9099054559

(Email) : [**munnarajbhar31@gmail.com**](mailto:munnarajbhar31@gmail.com)

**MUNNA PARSURAM RAJBHAR**

**Career Objective:**

To work with a professional group that will utilize my knowledge and skills towards the contribution to the success of the company and wish to bringing effective office management and administrative skills in a highly stimulating environment.

**PROFESSIONAL EXPOSURE:**

* Strong commitment towards works
* Quick adaptability to change
* People management ability
* Highly trustworthy, careful and ethical

**CAREER HISTORY:-**

**Account Associate** – 12th February 2014 to 21st November 2015

**Employer name –** Adecco India Private limited **(Vodafone Shared Service Limited)**

**Account Associate** - 23rd November 2016 to Present

**Employer name –** **(Vodafone Shared Service Limited)**

**Job Profile**

* To prepare reports & MIS which includes Templates, Reconciliation, Handling Branch Accounts)

**Reports**

* ICA Payment Settlement Reports.
* ICA Reconciliation Reports.
* MCSL Reconciliation Reports.
* MCSL Templates.
* MCSL Handset Subsidy Report.
* MCSL Stock Transfer Report.
* Inter-branch Reconciliation.
* Collection, Postpaid & Receipt Entries.
* Intercompany Tracker.
* Coordinating with Payment team for releasing payment.
* Handling Circle Activity (Raising Debit Note & Credit note knocking off).
* Solving queries of circles for payment related.
* Resolving Differences of Intercompany.

**TECHNICAL SKILLS:**

* Window 98/2000/XP/2003/2007/ Server,
* Ms-Office, Internet, SAP System (FICO) Version-ZE1

**KEY SKILLS AND COMPETENCIES:**

**Administration**

* Fast and accurate typing skills.
* Ability to work closely with other company departments.
* Can handle multiple administrative tasks simultaneously.
* Proficiency in MS Office Suite.
* Knowledge of office work methods and procedures.
* Trouble shooting to rectify challenges.

**Personal**

* Can quickly build up a positive rapport with fellow work colleagues.
* Make quick and accurate decisions.
* Easy going by nature.
* Ability to concentrate for long periods of time.

**Extra Skills**

* Well verse with accounting knowledge.
* Proficient in accounting software.
* Enough Knowledge of MS word and MS Excel.

**AREA OF INTEREST-:**

* Accounts

**EDUCATIONAL BACKGROUND:**

**GUJARAT UNIVERSITY:-**

I Have Completed **M.COM** (X-Student) from **Gujarat University** in 2016.

I had been completed by **PG Diploma** in **IMPORT EXPORT** from **Gujarat University** in **2013**.

I had been completed my **B.com** specialization in **Accounting and Auditing** in 2011.

**G.S.E.B:-**

Passed H.S.C in 2008

Passed S.S.C in 2006

**Personal Details:**

|  |  |
| --- | --- |
| Name | **: MUNNA PARSURAM RAJBHAR** |
| Permanent Add | : 6/133 Slam Quatter Mansa Mazid near Tirupati Estate Saraspur Ahmedabad-380024 |
| E-mail | :MUNNARAJBHAR31@GMAIL.COM |
| Phone | : Mobile:+91-**9099054559** |
| Date of Birth | : 13/07/1991 |
| Marital Status | : Unmarried |
| Gender | : Male |
| Religion | : Hindu |
| Language | : English, Hindi, Gujarati |
| Nationality | : Indian |

**Interests:**

Travelling, interact to People, Listening Music and Exercises

**Declaration:**

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

**Thanking You,**

Place: Ahmedabad.

Date: / /2016 **Yours Faithfully,**

**MUNNA P RAJBHAR**