

AMAN JAIN

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Objective:

To secure a position in your organization where I can apply my communication, interpersonal and technical skills and be a part of the team to achieve the Organizational goals.

Technical/Functional Competencies:

Ü MS-Office, Internet, CRM, MAS, People Soft, Fastlane Reconciliation, Portals & Outlook.

Personal Competencies:

- Ü Hard worker and Adaptable.
- Ü Quick learner and Punctual.
- Ü Ability to grasp new Concepts & Skills.

Qualification Details:

Degree / Certificate	College/School	University/Board	Year
MBA (Marketing & Finance)	Rabindranath Tagore University, Bhopal	ISACT, Bhopal	2019
B. Com (Plain)	KK College of Science & Professional Studies, Indore	DAVV Indore	2016
HSC	New Era Public School, Indore	M.P. Board	2013
SSC	DC Memorial Higher Secondary School, Indore	M.P. Board	2011

Certifications:

- 2 Certificate of school games.
- G.K. exams certified, 2008.
- Extra Miler for month Mar-Apr 2019.
- 10 internal training certificates:
 - Key Accounting Concepts and principles
 - Operational risk management framework and process.
 - Evaluating globalization opportunities
 - Security awareness training 2019
 - Code of conduct -India
 - Facing and resolving conflict in the workplace
 - Building innovation cultures and leaders
 - Writing effective E- Mail and instant messages
 - Managing with a cost-control mindset
 - Financial statement analysis for non-financial professionals

Achievements:

- Ranked 1st in 10th Environment exam in the school in 2010 respectively.
- Head boy of the school and head member of the discipline committee.
- Filed two ideas for process improvement, and a few quick hits.
- 100% Accuracy level in 2019.

Extra-Curricular Activities:

- Participated in **Educational Seminars** Organized by Shri Parshwanath Digambar Jain Gurukul, **Hyderabad (A.P.)**
- Active member of the **culture** and **sports** committee of the **college**.

Job Experience:

Organization : BIS CAPITAL INVESTMENT ADVISER
Duration : February - 2015 To May – 2016
Designation : Senior Business Analyst

Synopsis:

- Prepared effective action **plans** and **schedules**.
- Collecting **primary** & secondary **sales** data from the **client** to company.
- Taking regular **training** inputs and **organizes** feedback sessions.
- Focusing upon better customer **service** & customer retention through **customer satisfaction**.
- Sale **Company's services** to the customer and advise them.

Organization : CAPITAL WIN
Duration : May - 2016 To February – 2017
Designation : Team Leader

Synopsis:

- Responsible for all center's operation and **lead generation**.
- Collection of **Secondary sales**.
- Handle team **7-8 member** executives.
- Prepared **effective action** plans and schedules update to ARM.
- Targeting New **Potential Customer**.
- Determined the **duties and responsibilities** of individuals in a team.

Organization : RELIANCE SECURITIES LIMITED
Duration : February - 2017 To May – 2018
Designation : Relationship Manager

Synopsis:

- Collecting **primary & secondary** sales data from the **market area**.
- Taking regular training inputs and **organizes feedback sessions**.
- Focusing upon better customer service & **customer retention** through customer **satisfaction**.
- Sale Company's services to the customer and **advise them**.
- Prepared **effective action** plans and schedules update to **Branch Head**.
- Targeting **New Potential** Customer and sale companies services to them.
- **Determined the duties** and responsibilities of individuals in an organization.
- Prepare **tracker (EOD)** for team Presentation and represent in team meeting with **regional head**.
- In internal sales portal update and **maintain track record** of data and sales as well.
- Focus on customer **KYC** of customer and explain terms & conditions of **SEBI Regulatory**.
- New, market, **global indices**, **RBI Policies** and budget, **IPO**, buy back and **technical inquiries** resolution for customer.

Organization : WM LOGISTICS INDIA PRIVATE LIMITED
Duration : August - 2018 To Till date
Designation : Billing Clerk

Synopsis:

- Currently I am working in **USA** based **MNC** (Waste Management), In Account Receivable, Audit, Billing and key Account Manager as a Finance Processor level- II (Billing) using tools (**MAS-400, EZ-Pay, MS Excel, Fastlane Reconciliation** and **People Soft**).
- Proven as **99.98% Accuracy** in managing all the transactions of **Account Receivable**, customer Invoices, accounting operations and contributing in higher rate of organization growth.
- **Skilled in maintaining** a long-term relationship with team & managers through accurate assessment of their needs and priorities, learning of new **opportunities and motivating** the high performance Among the team members.
- Possess excellent **interpersonal, communication (With USA Team) & organization skills** with capabilities in team management and customer relationship management.

Finance processor II (Billing) – Account Receivable (Waste Management) Indore:

- ➔ Pre-billing Queries to remove incorrect charges.
- ➔ Revised invoices as per customer's request.
- ➔ Refund Processing, if customer over paid needs to refund after reviewing the payments.
- ➔ Reconcile the invoices for payment.
- ➔ Uploading Invoices on the customer portals for payment.
- ➔ Generate Bill via MAS-400.
- ➔ Verifying customer services charges.

Personal Particulars:

Father Name	Mr. Pradhuman Kumar Jain
Mother Name	Mrs. Neelam Jain
Date of Birth	9 th October, 1995
Marital Status	Married
Salary Expectation	As per industry standard
Nationality	Indian
Religion	Hindu (Jain)
Preferred Location	Anywhere in India
Languages	Hindi & English
Hobbies & Interests	Carrom, Bike Riding, Nature Tour, Business Interest.

Declaration:-I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Date:

Place: Indore

Signature