**AAKASH SHAHA Mail id:-** [Aakash.smart29@gmail.com](mailto:Aakash.smart29@gmail.com)

**Contact no: +91 9713377500**

**CARRER OBJEVTIVE**

**To work for a professionally managed company with [ 3years** (Full time ) + **2 Years** (Part time)**]** **experience with good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.**

**Key Skills:**

-Strong analytical skills, capable of assessing conditions and implementing appropriate intervention.

-Develop rapport with patients, family, staff and physicians.

-Remain calm and professional throughout critical incidents.

-Able to handle the people very calmly and effectively.

-Know the working of all basic medical instruments.

**Academic Qualification**

-B.Com Graduation Vikram University

-Higher Secondary Certificate (H.S.C) MP Board

-Secondary school Certificate (S.S.C) MP Board

-Diploma in Hardware Networking

-DCA+ CCA (Diploma in computer Application)

-PGDCA (Post Graduate Diploma in Computer Application)

**PROFESSIONAL EXPERIENCE**

FULL TIME EMPLOYEE

**HPCL (HP GAS) Hindustan petroleum corporation limited**

**Job title – Accounts & Customer service**

**Responsibilities**

- Strategizing the sales and advertising techniques

- Finalizing the target market and promoting the product

- Taking reviews of the people who have already used that particular product

- In case of any flaws or complaints, made provisions to improve the flaws in the product

-Promote and sell Company’s products and services to customers.  
-Contact customers for renewals, up-sells and cross-sells.   
-Optimize existing products for repeat business and customer retention.   
-Manage refunds and adjustments to customer accounts.   
-Respond to customer requests in a professional way.   
-Identify areas for improvement based on customer feedbacks.

**ESSEL VIDHUT VITRAN PVT LTD**

**Job Title- Accounts**

**Responsibilities**

-Meter photo reading

-Working responsibility according to schedule.

-Bill analyzing and distribution

-Making Outbound calls

-Handling customer queries

-Achieving Target

-Backend Work

-Coordinating with other branches.

-Analyze all billing practices and procedures.   
-Create logistics for billing processes.   
-Verify and assess each bill.   
-Verify and evaluate customer bills.   
-Review and assess all monthly billings and prepare financial statements and reports.   
-Support other staff handling bills and billing processes.   
-Maintain and update customers' billing status.

PART TIME WORK EMPERIENCE

**MARYADIT JEELA SAHAKARI BANK (UJJAIN)**

**Job title –Accounts (Data entry)**

-Making the data entries   
-Maintaining the invoice data.  
-Preparation of ledgers & regular accounting.  
-Assistance in the Final Accounts & Balance sheet

**STONE CRUSHER (BALAJI STONE CRUSHER UJJAIN)**

**Job Title- Management and sales**

-Develop and implement sales management strategies.   
-Forecast sales projections to enhance business growth.   
-Manage sales professionals in achieving their given targets.   
-Analyze competitor products and their selling strategies.   
-Recommend and implement changes in marketing policies in selling own products or services.   
-Manage customer databases and update periodically.   
-Manage coordination between sales and accounts receivable teams.   
-Assist accounts receivable team in collecting dues and balances.   
-Implement best policies in sales management.   
-Ensure compliance of corporate policies, procedures and standards.

**PERSONAL SKILLS**

-Hard working

-Quick learner

-Result Oriented

-Target Oriented

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**PROFESSIONAL SKILLS**

-Financial Management  
-Capital Budgeting  
-Cost Accounting  
-Audit Operations  
-Strong computational skills   
-Multi-tasking ability  
-Capable of team work

**TECHNICAL SKILLS**

- MS-Office (Word, Excel, PowerPoint and Outlook).  
- Operating System: XP, Windows.

-Tally

-Photoshop (Basic)

-Typing

**Personal Detail**

Date of Birth : 29 September 1990

Address : 21 Bengali colony, Ujjain (Madhya Pradesh)  
Language : Hindi, English and Bengali

Marital status : Married

Hobbies : Painting, swimming

***A highly motivated, experienced [profession] professional with superb skills in marketing, e-commerce, relationship-building, promotion and management.***