**CURRICULAM VITAE**

**HARIKESH PRAJAPATI,**

**C/o Musha Prajapati,**

**C – 49-50 Pandav Nagar Complex,**

**Ganesh Nagar,**

**New Delhi – 110 092.**

**Mob. No. +971-522630932 / +91-8948192153**

##### CAREER OBJECTIVES :-

To work in a growth oriented organization & a challenging environment where my expertise skills can be harnessed to the optimal level for the benefit of the organization & self.

PERSONAL INFORMATION

# Name : Harikesh Prajapati

Father’s Name : Shri Musha Prajapati

Mailing Address : Harikesh Prajapati

C/o Musha Prajapati,

C-49-50 Pandav Nagar Complex,

Ganesh Nagar Near Hanuman Mandir,

New Delhi – 110 092.

Date of Birth : 9th Sept, 1990(09.09.1990).

Contact No. : +971-522630932 / +91-8948192153

Marital Status : Married.

Languages Known : Hindi, English.

PROFESSIONAL QUALIFICATION

1. The Institute of Computer Accountants (**I.C.A**) from Kanpur.

b) Two Year Industrial Accountant from ICA Kanpur. .

1. Institute of Management & Professional Account Training (**IMPACT**) from Kanpur

2005 (M. S. Office, E- Mail, Internet, & Tally 4.5, Tally 5.4, Tally 6.3, & Tally 7.2 Tally 9.0 Ace Fact & Pos one Hypermarket Trading Software)

ACADEMIC QUALIFICATION

1. Passed High School from U.P Board Allahabad Utter Pradesh in 2005.
2. Passed Inter from U.P Board Allahabad Utter Pradesh in 2007.
3. Passed B. Com. (Pass) from Chatrapati sahooji Maharaj University of Kanpur. in

2007-09.

1. Passed M.B.A from Mahatma Gandhi University Meghalaya (Distance) in 2010-12.

EXPERIENCE PROFILE

Worked with Span co Ltd, Call Center. Ltd Gurgaon . as a

**DATA ENTRY COMPUTER OPERATOR** from January 2009 to December 2010.

Company Profile:-

To deal in Fire Protection System, Fire Alarm System, Call Center, Fire Extinguisher System in Govt. Sector and authorized Manufacturer of Protect wire Make LHS Cable.

Worked with M/s Vision Safety LLC as an Account cum Purchase Assistants. From January 2011 to December 2014 in New Delhi.

Worked with M/s Acemens Engineering Manpower Services. As a Account Coordinator April 2014 to Sept 2014. (Also take Contract Work in Barmer Rajsthan).

Worked with M/s BFES Techno Pvt Ltd. as an Account cum Contract Executive from Sept 2014 to March 2015.

Working with M/s VI-Tech Engineering – Account, Cntract, and Estimation from March 2015 to March 2016.

Working with currently running job Gulf Asia Contracting Co LLC Dubai.

## Company Profile:-

A system integrator of Fire Fighting System, Fire Alarm System & Water Mist System, CCTV and Home Security System.

## Job Responsibilities:-

1. Performance monitoring of account assistant and account teams
2. Maintaining contact with clients - giving them regular updates.
3. In charge of budgets and administration.
4. Oversee existing campaigns to grow key accounts
5. Managing invoices, receivables and cash management
6. Accounts Receivables & customers Reconciliations
7. Accounts Payables, Vendors reconciliation.
8. Payments & Cheque Preparation
9. Payment of Utilities like, Electricity ,Water ,Rent & Telephone
10. Credit monitoring & Controlling
11. Bank Reconciliation
12. MIS Reports as per the management requirement
13. Managing duties related to handling sales & purchase return credit notes
14. Maintaining stock records.
15. Handling Tally Data Entry
16. Salary Preparation for Labour and Staff.
17. Tender Enquiry for Estimation and Coasting Offer.
18. To maintain the filing record of tender received, PQ submitted.
19. To maintain Offer submitted, order received and order lost record in soft.
20. Arrange for EMD required for tender; keep a record of EMD submitted to client and EMD returned from Client.
21. To prepare costing sheet, commercial terms & conditions, price and supporting documents for offer submission to various clients / consultant / PMC.
22. Prepare quotation of CCTV and Home Security System.
23. To prepare and submit bill of Fire Fighting & Fire Alarm System, CCTV & Home Automation System.
24. Work of E-Tendering, download enquiry from website, prepare e-bidding, techno-commercial bid and price bid and online submission of e-bidding documents.

I am fully competent to do my duty with full of my devotion and attention. If an opportunity is offered I will perform with best of my effort to the utmost satisfaction of the management.

Sincerely Yours,

**H.PRAJAPATI**

Date:-

(H.Prajapati)

Place : New Delhi