



Contact

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Email

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Address

Q. No 460 N2 C - Sector
Barkhera BHEL Bhopal (M.P.)

Education

2019
12th
MPBSE

2011-2013
Instrument mechanic
ITI

2009-2010
10th
MPBSE

Expertise

- Purchase
- Digital Marketing
- MIS & Data Entry
- Accounting
- MS Office
- Process Flows

Language

English

Hindi

S.K. Naga

Shubham Naga

My goal is to become associated with a company where I can utilize my skill and gain further experience while enchaining the company's productivity and reputation

Experience

2022 - Current

Anika Media Pvt. Ltd | Bhopal (M.P.)

MIS & Account Executive

Managing and analyzing accounts receivable process. monitoring and optimizing cash flow, maintaining accurate records, and providing insights to support decision-making within the accounts receivable department. understand of accounting principles, attention to detail, and proficiency in data analysis **Major Expertise of handling following Cities - Bhopal, Raipur, Gadarwara, Delhi.**

Responsibilities:

- Data Management and Reporting
- Cash Flow Monitoring and Analysis
- Customer Account Management

2015 - 2022

Ondoor Concept Pvt. Ltd. | Bhopal (M.P.)

Purchase Executive

buying goods, materials, and services on your behalf for the daily running of establishment. researching vendors, examining prospective suppliers, and negotiating pricing and preparing reports, tracking orders, ensuring timely deliveries, and reviewing the quality of purchased products **Major Expertise of handling following Cities - Bhopal, Jabalpur, Chattarpur, Satna, Panna, Nagod**

Responsibilities:

- Create purchasing strategies
- Research sourcing for new suppliers and vendors
- Manage records of all orders, payments, and business stock

2014 - 2015

Precise Calibration I Bhopal (M.P.)

Lab Technician

Maintains high technical level controls, instruments, electrical and mechanical equipment and other aspects necessary to function.

Responsibilities:

- Calibrate and maintain mechanical, pneumatic, chemical, electrical and electronic process controls and measurement instrumentation to approved procedures
- Understanding, evaluating, and executing the tests and procedures properly and investigating the Maintaining and setting up documentation and control procedures
- Safely and efficiently execute daily tasks related to calibration and instrumentation activities

2013 - 2014

Nsb Bpo Pvt. Ltd. I Bhopal (M.P.)

Computer Operator

compiles and verifies data to ensure accuracy while appropriately formatting it. This includes preparing documents for entry and transcribing from paper formats into computer files using manual entry or scanners

Responsibilities:

- Entering customer and data from source documents within deadlines
- Compiling, verifying accuracy, and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any inconsistencies, and checking output.