

RAJEEV RAI

D-297, Mahavir Enclave Part – 3rd,
Street No. 55, New Delhi – 110059
Mobile no. 9871087880
E-mail – rajeev.rai86@gmail.com

I want to work with leading Company, where I can use my all professional and educational skills and want to grow my knowledge.

WORK EXPERIENCE

Manilam Laminates Pvt. Ltd., Kirt Nagar
Account Executive cum Mis Executive

(June 2018 - Present)

Key Result Areas:

- Preparing invoices / Bills.
- Preparing E-invoice.
- Working with google sheet for various data.
- Generating Sale, purchase report weekly monthly Shade Wise.
- Stock & inventory management.
- Updating attendance sheet and sending to the seniors.
- Recording Journal Entries, Sales A/c, Purchase A/c, Expense A/c.
- Reconciliations: Bank accounts, Vendor accounts
- Providing stock and sales report to company.
- Co-ordinate with various teams for data
- Preparing Sale Report.
- Preparing & Maintaining a MIS Report.

Virgo Industries Ltd., Mundka, Delhi
Account Executive

(Jan'17 – May'18)

Key Result Areas:

- Preparing invoices / Bills.
- Working with google sheet for various data.
- Generating Sale, purchase report weekly monthly Shade Wise.
- Stock & inventory management.
- Recording Journal Entries, Sales A/c, Purchase A/c, Expense A/c.
- Reconciliations: Bank accounts, Vendor accounts
- Providing stock and sales report to company.
- Co-ordinate with various teams for data
- Preparing Sale Report.

Colonnade Architect Pvt. Ltd., Vikaspuri, Delhi
Mis Executive

(Aug'12 – Nov'16)

Key Result Areas:

- Generating Sale Report.
- Maintaining attendance
- Handling Documentation.
- Preparing & Maintaining a MIS Report.

Key Result Areas:

- Preparing & Maintaining a MIS Report.
- Updating Data Tracker on daily and weekly basis.
- Entry in CBX Software

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ACADEMIC DETAILS

- B.COM (Pass) from School of Delhi University University.
- 12th from Govt. Boys Senior Secondary School, CBSE, Delhi in 2005.
- 10th from Govt. Boys Senior Secondary School, CBSE, Delhi in 2003.

Other Course:

- Diploma Course in Computer Application (Ms-Office - Word, Excel, PowerPoint), , Tally (Financial Accounting & Inventory Control) from Lal Bhaduar Shastri.
- Knowledge of V Lookup, H Lookup, Fillet, Pivot Table, Countif, Sum, Sumif, in Ms Excel etc.

SKILLS

- **TALLY Erp.**
- **Tally Prime.**
- **Ms Excel**
- **Google Sheet.**
- **AutoCad**
- **Photoshop, CoralDraw.**

PERSONAL DETAILS

Father's Name:	Shri BijjoRai
Date of Birth:	5 th August 1986
Marital Status:	Married
Languages Known:	Hindi & English

Date:

Place: New Delhi

(Rajeev Rai)