

# KRISHNA RAJPUT

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## CONTACT

+91 9650259801  
cronickkrishna2002@gmail.com  
Krishna Nagar, Delhi-110051

## SKILLS

Data Entry & Management  
Analytics  
Communication  
Creativity  
Strategic thinking

## PERSONAL INFORMATION

**Languages:** English, Hindi

**Hobbies:** Strategic Chess  
Play,

Non-fiction Reading,

**Date of Birth:** 18 July 2002

**Nationality:** Indian

**Marital Status:** Single

## PROFILE

Motivated and detail-oriented commerce graduate with a proven track record in administrative support, data management, and procurement operations. Adept at managing complex backend workflows, handling high volumes of data with accuracy, and facilitating seamless internal communication. Strong expertise in email handling, inventory control, and financial compliance. Seeking to contribute to a dynamic organization where precision and reliability are essential.

## PROFESSIONAL EXPERIENCE

J.N. Arora & Co. Pvt. Ltd., Delhi **(Purchase Trainee & Administrative Assistant JUNE 2024 – June 2025)**

- Streamlined procurement processes and maintained vendor relationships to ensure timely material delivery.
- Executed purchase order management and assisted in backend office operations.
- Coordinated internal communications and handled business correspondence via email.
- Supervised inventory controls, returns processing, and administrative documentation.

CA Sapna Joshi & Associates **(Accounts & Compliance Intern DEC 2023 – JUNE 24)**

- Supported end-to-end tax filing activities, including GST and TCS returns.
- Managed client financial records, handled compliance-related documentation, and ensured data integrity.

Lots Wholesale CPWI

**(Customer Service Representative APRIL 2021 – SEPT. 2021)**

- Delivered responsive customer support, including issue resolution and billing adjustments.
- Conducted documentation checks and facilitated POS operations, including reverse billing.
- Customer Retention & MIS reports generation.

## **EDUCATIONAL BACKGROUND**

### **Bachelor of Commerce (B.Com) Shyam Lal College,**

*University of Delhi Graduated: 2023 | CGPA: 7.62*

### **Senior Secondary (12th), CBSE**

*Flora Dale Sr. Sec. Public School – 2020 | Scored: 89%*

### **High School (10th), CBSE**

*Maharana Pratap Sr. Sec. Public School – 2018 | Scored: 78%*

## **SKILLS**

- **Data Entry and Management:** *Proficient in accurate data entry, data processing, and maintaining organized databases.*
- **Software Proficiency:** *MS Office Suite( Word, Excel, Power Point), Tally, ChatGPT & AI.*
- **Financial & Accounting:** *Bookkeeping., GST Returns, TCS Return & TDS.*
- **Administrative Skills:** *Inventory Management, Purchase Order Management, Vendor Management, E-mail Handling, Backend Operations.*
- **Other Skills :** *Internet Surfing, Strong Analytical Capabilities.*

## **PERSONAL INFORMATION**

- *Languages: English, Hindi*
- *Hobbies: Strategic Chess Play, Non-fiction Reading, Music Appreciation*
- *Date of Birth: 18 July 2002*
- *Nationality: Indian*
- *Marital Status: Single*

## **DECLARATION**

*I, Krishna Rajput, affirm that the information provided above is true and complete to the best of my knowledge and belief.*