

Rajni Rawat

MIS Coordinator

Personal Info

Address
H. No. 486- A, Anna Nagar,
BHEL, Bhopal,
MP- 462023

Father’s Name
Sh. Dashrath Rawat

Date of Brith
24-Dec-1993

Gender
Female

What’s-up / Mobile No
6263931889

Email ID
Rajnirawat468@gmail.com

- Skills
- Daily/Weekly/Monthly Report
 - Customer Interaction
 - Billing Process
 - Inventory Management
 - Office Management
 - Sales Analysis
 - Communication Skills

Software Known

Microsoft Office
Very Good

Office Billing Software
Excellent

Office Inventory Software
Excellent

Languages Known

Hindi
Excellent

English
Intermediate

Career Objective

To give my best to energetic and dedicated front desk professional with 6+ years’ Experience in Accountant Assistant, Admin Assistant & Computer Operator well – versed in anticipation and determining visitor’s needs and fulfilling them appropriately. And I want to do my work in accordance time.

Experience

Sep-2016	MIS Coordinator
Present	Keith Electronics Pvt Ltd. <ul style="list-style-type: none">Accurate processed Customer transactions & Maintain Cash Drawer.Record Customer Order & ensuring each & every request is fulfilled.Identify customer issues/compliant and take necessary action.Weekly Procurement of Material & Receiving Report.File Maintenance for all Material Incoming & OutgoingMaterial Inventory & Monitor Stock Availability.In Charge in Coordinating & monitoring Material Requirement.Arrange & segregate material in their corresponding locationProvide general office duties to support team.Generate Estimate for Equipment as per detail received from Backend Support Team.Interaction with Customer for WO to generate Bill.Billing Submission to Commercial Team after getting acknowledge from Customer end.Update to Sales Team for Stock detail as per customer requirement
Mar-2014	Account Assistant
Aug-2016	Rapid Power System. <ul style="list-style-type: none">Create Report for Senior Management as per dealing with VendorDraft Vendor Invoice as per supply & Process incoming customer paymentManage all documentation and reports generation for accounting staff.Coordination of approval for Vendor payment.Provide clerical support to accounting staff.
01 Year	Srishti Tour & Travels <p>Progressive experience in performing in Account Management, Purchasing, Billing, and Customer Handling Ext.</p>
01 Year	Eureka Fobs Service Centre <p>Progressive experience in performing front desk management.</p>

Education

2015-2017	Master of Business Analysis (HR) <p>University: Barktulla University, Bhopal</p> <p>Division: First</p>
2012-2015	Bachelor of Commerce <p>University: Barktulla University, Bhopal</p> <p>Division: First</p>

2012

10th Class

University/Board: MP Board, Bhopal

Division: Second

2010

12th Class

University/Board: MP Board, Bhopal

Division: Second

Computer Diploma

Other Qualification

Diploma in Computer Application (DCA) Passed in MCNU.

Other Skills

Other Knowledge

Basic Knowledge of Computer.

English & Hindi Typing.

Basic Knowledge of SAP.

Hobbies

Personal Hobbies

Reading Books.

Listening Music.

Bike Riding.

Horse Riding.

Visit to New Places

Declaration

I hereby declare that all the details mentioned above are correct to the best of my knowledge and belief.

Signature

(Rajni Rawat)