

SHIVKRUPA,C-22 VRAJ DARSHAN SOCIETY OPP FAG COMPANY NETAJI SCHOOL STREET MANEJA VADODARA- 390013 NILESH N JHAPTU MOBILE 09723611122 EMAIL:- NILESHJHAPTU@GMAIL.COM	
DEGREE	B.SC (MATHEMATICS)
PASSING YEAR	JUNE 2002 – APRIL 2003
UNIVERSITY	SOUTH GUJARAT UNIVERSITY J P COLLEGE BHARUCH
DATE OF BIRTH	14TH –MARCH-1974
IT SKILLS	► DOS, WINDOWS,MS OFFICE ► C.C++, CORE JAVA AND HTML ► ORACLE 8 WITH DEVELOPER 2000, DBASE ► TALLY 7.2 ► CIC (CERTIFIED IN COMPUTING) JUNE 2003 – DECEMBER 2003 IGNOU, VADODARA
POSITION APPLIED	
TOTAL EXPERIENCE	-21.8 YEAR
ORGANIZATION DESIGNATION EXPERIENCE	NRG TECHNOLOGICS PVT LTD (SOLAR PANEL) OFFICE ASSISTANT 9 MONTHS (SEPT 2019 -MAY- 2021) <ul style="list-style-type: none"> • SCANNING OF CUSTOMER IDENTITY PROOF LIKE ADHAR CARD , LIGHT BILL, CUSTOMER PHOTO, HOUSE TAX,PAN CARD • FILLING THE FORM AS PER INSTRUCTION AND UPLOADING ALL SAID DOCUMENT ON SURYA PORTAL FOR DIFFERENT SCHEME TO GENERATE THE APPLICATION FORM WITH UNIQUE NUMBER, • GENERATE THE FORM GIVEN TO SALE PERSON FOR CUSTOMER SIGNATURE • VERIFICATION OF CUSTOMER SIGNATURE AS PER SAID DOCUMENT GIVEN • ON PORTAL ERROR OCCUR IN CUSTOMER SIGNATURE IN ANY SAID SIGNATURE AS PER SAID DOCUMENT AND GENERATE FORM RETURN FOR CORRECTION. • ENTRY OF CUSTOMER NAME , ADDRESS, LIGHT CUSTOMER NAME, ADHAR CARD, HOUSE TAX NO , CONTACT NO,PANEL NUMBER IN GOOGLE SHEET. • MAINTAINING THE STOCK OF PANEL, METER, CONDUCT PIPE, WIRE AS PER SCHEME AND CUSTOMER REQUIREMENT. • PREPARING THE AGREEMENT WITH STAMP PAPER FOR SUBMITTING IN MGCL WITH DOCUMENT LIKE GENERATE FORM , ADHAR NO, LIGHT BILL, HOUSE TAX, CERTIFICATE OF PANEL, WARRANTY PERIOD OF PANEL WITH SELF SIGNATURE OF CUSTOMER,COMPANY SEAL AND WITNESS SIGN.
ORGANIZATION DESIGNATION EXPERIENCE	AGNI FIBER BOARD PVT LTD COMMERCIAL ASSISTANT 9 YEAR- (FEB-2010- 15 MAY-2019) <ul style="list-style-type: none"> • DISCUSS ENTER PROJECT WITH CONCERN PERSON WITH ALL TECHNICAL SPECIFICATION . • FLOATING THE INQUIRY TO DIFFERENT SUB CONTRACTOR AS PER ORGANIZATION SPECIFICATION LIKE QUALITY, COST, TERM OF DELIVERY WITH MATERIAL TEST SPECIFICATION. • AS PER INQUIRY MAKING PURCHASE ORDER AS PER REQUIREMENT. • AS PER PURCHASE ORDER FOLLOW UP THE DELIVERY OF MATERIAL FROM PURCHASER ON TIME DELIVERY. • COORDINATED WITH SALE DEPT WITH BID WITH TERM AND CONDITION AS PER INQUIRY. • MAKING THE DELIVERY CHALLAN, SALE BILL AND DISPATCHING THEM TO PARTY AND COMMUNICATED TO DIFFERENT TRANSPORTER.

	<ul style="list-style-type: none"> • GIVING THE DISPATCH DETAIL TO CUSTOMER BY EMAIL AND PHONE • MAINTAINING THE SALE REGISTER (RG1) FOR EXCISE • ENTRY AND MAINTAINING THE PURCHASE AND JOURNAL FILE MONTH WISE. • MAKING , ENTRY AND DEPOSITING PART Y CHEQUE IN TALLY. • MAINTAINING OF BANK STATEMENT AND RECONCILIATION, • PREPARING THE NEW CUSTOMER VENDOR REGISTRATION FORM • COMMUNICATING WITH PARTY FOR PAYMENT AND NEW ORDER. • FILLING THE ONLINE TENDER WITH TERMS & CONDITION • FOLLOW UP "C" FORM WITH CUSTOMER. • MAKING THE EWAY BILL AS PER INVOICE • UPDATE THE EWAY BILL PART B.
ORGANISATION DESIGNATION EXPERIENCE	<p>NET WEB SOFTWARE PVT LTD QA ENGINEERS 2 YEAR – (OCTOBER 2007- JULY 2009)</p> <ul style="list-style-type: none"> • THE TESTING THE PROCURE + SOFTWARE WITH DIFFERENT MODULE WITH DIFFERENT TESTING LIKE REGRESSION, FUNCTIONAL, BLACK BOX AND DATA TESTING ETC. • TESTING THE MODIFIED AND NEWLY ADDED FILE'S ON DEVELOPMENT ENVIRONMENT WITH FIDDLER TOOL AND MOVING THE FILE'S ON LIVE WEB SITE AS PER DEVELOPER AND CLIENTS REQUESTED. • MAKING THE PLAN OF ACTION AND DAILY STATUS REPORT AS PER TASKS COMPLETED IN A DAY.
ORGANISATION DESIGNATION EXPERIENCE	<p>TRINITY ENERGY SYSTEM PVT LTD STORE IN CHARGE 3.5 YEAR (JANUARY 2005- SEPTEMBER 2007)</p> <ul style="list-style-type: none"> • MAINTAIN THE INVENTORY SOFTWARE BY ISSUING THE ELECTRONIC ITEM TO PRODUCTION ON ISSUE FORM FOR MAKING FINISHED GOODS. • MAINTAINING AND CHECKING THE DUPLICATE OF SERIAL NUMBER OF FINISHED PRODUCT. • THE ORDERING OF THE RAW MATERIAL TO SUPPLIER OR TRADER BY CHECKING THE REORDER LEVEL ON INVENTORY SOFTWARE • MAINTAIN THE INWARD AND OUTWARD RAW MATERIAL IN STOCK REGISTER AND INVENTORY SOFTWARE THROUGH CHALLAN OR INVOICE COPY • MAKING THE KIT (SET) OF BLANK PRINTED CIRCUIT BOARD (PCB) WITH VARIOUS ITEM FOR PRODUCTION DEPT AND OUTSIDE JOB WORK.
ORGANISATION DESIGNATION EXPERIENCE	<p>PERFECT INFOTECH CONSULTANT (CONTRACT WITH GSFC [FD DEPT]) VADODARA OFFICER DATA CONTROL 2 YEAR 9 MONTH (OCTOBER 2003 – JULY 2004)</p> <ul style="list-style-type: none"> • HANDLING THE FIXED DEPOSIT AND DEPOSITING THE CLIENT CHEQUE TO THE BANK FOR THE NEW FIXED DEPOSIT. • HANDLING THE CLIENT QUERY FOR FIXED DEPOSIT AND INTEREST WARRANT ON TELEPHONE. • MAKING THE INTEREST WARRANT ON DUE DATE ONLINE TO THE CLIENT . • DRAFTING THE LETTER TO THE CLIENT QUERY REGARDING THE INTEREST WARRANT AND FIXED DEPOSIT. • CO-ORDINATING WITH THE COURIER COMPANY FOR THE DISPATCH OF THE SAME.
ORGANISATION DESIGNATION EXPERIENCE	<p>DISHA PROFESSIONAL SERVICE PVT LTD VADODARA BACK OFFICE EXECUTIVE 2 YEAR 6 MONTH (MAY 2001 – MARCH 2002)</p> <ul style="list-style-type: none"> • MAKING THE ATTENDANCE REPORT MONTHLY OF THE EMPLOYEES FOR SALARY. • VERIFYING THE CLIENT ICICI INSURANCE POLICY AND MAINTAINING THE POLICY NUMBER ON EXCEL SHEET. • GENERAL OFFICE ADMINISTRATION.
PROJECT DONE	<p>1. FILE HANDLING IN DBASE PLUS III. 2. HOSPITAL MANAGEMENT IN ORACLE 8 AS BACKEND TOOL, FRONT-END AS DEVELOPER 2000.</p>

SIGNATURE

(NILESH JHAPTU)