# Resume

## Rohit Chauhan

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## Mobile: 9560843293

## Objectives:

Looking for an organization that can give me ample opportunities to grow so that I will be able to help in the growth of the organization and will be able to enhance my skills and my capabilities, my Interpersonal skills and gain some experience.

## Educational Background:

- Completed 100hrs of ITT Training conducted by ICAI
- Completed 6days Orientation course specified by ICAI
- Completed Post Graduation from IGNOU in Commerce(M.com- Finance)2018
- Passed CA IPCC Group-I in Nov 2013
- Commerce graduate from Delhi University in 2013
- Passed higher secondary from Spring Meadows Public School, Dwarka mor, C.B.S.E board in year 2010
- Passed high school from Spring Meadows Public School, Dwarka mor, C.B.S.E board in year 2008.

## Work Experience:

- From July 2016 to March 2017 in **PRA and Co.** in Indirect tax department Vat registrations, returns, different forms filings like Aoc-4,MGT-7,income tax returns etc.
- From April 2017 to February 2018 in **Rajeev R Mishra and Co**. in auditing department Decent knowledge and experience of processes involved in audit through various audit engagements with companies like **Canon India Pvt. Limited, Mitsubishi electric India Private Limited** etc. by working extensively in the field.
- Worked in Backend as **Client Service Executive** in **Nine Digital Solutions** from May 2018 to June 2019 where I got the opportunity to work as a client Servicing executive and have served below mentioned work their-

    **Product listings in Bulk and manually single, all online portals Like- Amazon, Flipkart, Snapdeal, Paytm etc.**

    **Order Processing & Order management in order to dispatch within Their SLA Time.**

    **Regular follow up with the customers for their valuable feedback by providing**

**Promotional discount & offers and also performed promotional activities by promoting their products on different social networking sites by posting products and their contents.**

**Regularly in touch with the seller support team for Query regarding Claims.**

**Inventory Management, stock updation by flat file in bulk as well as one by one method.**

**Preparation of Return report and their condition and claim status.**

**Preparation of Order Report on Daily, Weekly & Monthly Basis**

**Analyses the E-commerce market, create sales on various online portals.**

**Providing Knowledge of Account health and their matrix and planning of their improvement to the customers/Amazon Sellers**

## Computer knowledge:

-Taxation software known ICAI tax Suit.

-Operating System: Microsoft Windows 10,8, 7 and XP.

-Utilities: MSOffice (Vlook up, Hlook up, Pivot), Accounting Package-Tally 7.2, 9& ERP

## Personal Details:

Date of Birth: 25th Nov. 1993, Languages known: English, Hindi, Address : Flat no. 5 ,C-1032A Ramphal Chowk Sec-7 Dwarka, Palam Extension, New Delhi-110077