**N.RAJESH**

PLNO:18,W NO:70/1,2ND CR RENUKACHARI NAGAR

1THMAIN BASAVESHWARA NAGAR,BALLARI-583104

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**Summary**

To pursue a successful career with a reputed organization and to use my professional skills to help the organization to achieve objectives and goals, keeping in mind the principle of 'intention leads to reality'.

**Highlights**

* Ability to solve problems and meet deadlines effectively.
* Ability to take initiatives and work under pressure.
* Ability to work in a team as well as independently.
* Working Knowledge of **Tally ERP 9.0 with GST,MS-WORD, Advance excel & ERP software.**
* Quick learner.
* Work minded.
* Goal oriented.

**Education**

* MBA in Finance(Banking and Insurance)-Cleared in 2014 with an aggregate of 55%(Ballari Institute of Technology and Management, Bellary, Visvesvaraya Technological University, Belgaum)
* Bachelor of Computer Application - Cleared in 2012 with an aggregate of 67% (Veerashaiva College, Ballari, Gulbarga University).
* Pre-University- Cleared in 2009 with an aggregate of 50% (Vishwa Chetana Pre-University College).
* 10th Standard- Cleared in 2007 with an aggregate of 59.33% (Vishwa Chetana Vidyanikatna residential).

**Work Profile**

* Working in **ADISHWAR INDIA LIMITED** as accounted and **DATA OPERATOR** and **CASHER**  from 05th FEB 2018 to till DATE 2018.
* Maintenance of accounts ,cash ,stock .
* Maintenance of stock inward and stock outward.
* Worked in **MAHAMANAV ISPAT PRIVATE LIMITED** as accounted and data operator from 10th November 2016 to till 31th jan 2018.
* Maintenance of accounts , cheque clearing.
* Generating of invoice bills from ERP and tally.
* Preparing of PO'S for the company .
* Entering the product details in ERP and TALLY.
* Entering the GRN details in ERP .
* Maintenances of ESIC AND EPF account of company employees.
* worked in **Ecom Express Pvt Ltd** as Sr.Associate-customer care from 1th Jan to 31th Dec 2015.
* Is to speak with the customers by Tele-calling every day and delivering the parcel to their current address.
* Is to prepare daily performance of the branch and will be sent to the regional office.
* Checking of the staff details and their attendance everyday.
* Maintains of branch operations.

**Personal Details**

DOB: 28th sep 1990.

Interest: Sports, Chess, Cricket & Travelling.

Language Proficiency: English, Hindi, Kannada & Telugu.