

RESUME



KAPIL JAWA

H No: D-8/12, FF3, DLF,
Ankur Vihar, Ghaziabad,
Uttar Pradesh – 201102

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CAREER OBJECTIVE:

I believe in giving my best to every environment I undertake. An open mind to assimilate knowledge, hard work and discipline, in my view are the keys to success.

EXPERIENCE CRITERIA:

- ❖ In **Broadcast Engineering Consultants India Limited** (A Government of India Enterprise under Ministry of Information & Broadcasting, A Mini Ratna Company), Sector-62, Noida, which have outsourcing business of contractual employees deployed in all India government offices. I have done job as an **Account Assistant** in **HR department** from 01st January, 2019 to 25th August, 2020 to make salaries, arrears of all contractual employee's monthly basis and bonus as per rule which one provide us via mail or by manually. All corresponds works with representatives as effective, timely reply, handling complaint, other issues and maintained the records as per the needs accordingly.
- ❖ In **Glassco Laboratory Equipment's Pvt. Ltd.** Company, Ambala Cantt, this has a huge business in production of science stuff and exporter of his product in much enough countries. I have done Job as an **Assistant** of Accounts Manager, **Executive** and **Data Analysis** from 12th October, 2015 to 30th November, 2018. My work is there as to assist the manager works into **SAP Business One** currently working Software & **Tata Consultancy Services (TCS)** online software (ERP) as making entries and communicate via E-mail like all corresponds with representatives as effective, timely reply, handling complaint, other issues and maintained the records as per the company needs accordingly.
- ❖ In **Samsung Service Centre (TELUS GLOBAL VERIFACTS SOLUTION)**, Ambala City, which given the services of all electronics items like LED TV, Freeze, AC, Washing Machine, Microwave etc. I have done Job as a **Warranty Administrator** and **Operator** from 01st September, 2010 to 10th October, 2015. My works was there as to clear the In-warranty calls by using the **GSPN Software** of Samsung portal accordingly and maintained the records as per the company needs.

KEY STRENGTHS:

- Self-starter with independent work ethics.
- Ability to do work with honesty & best feedback.
- Believe in Team, Hard Work, Responsible & Reliable to Work.
- Flexibility & adaptability with respect to working systems and work environment.

ACADEMIC QUALIFICATION:

- Correspondence Graduation in B.Com.
- 12th from D.A.V. Sen. Sec. School, Ambala Cantt, Haryana (H.B.S.E).
- Metric from Him Shikha High School, Ambala Cantt, Haryana (H.B.S.E).

ADDITIONAL QUALIFICATION:

- Three-year Diploma in Computer Engineering (Hardware & Software).

EXTRA CO-CURRICULAR ACTIVITIES:

- ✓ Have knowledge of Tally (4.5, 5.4, 7.2, 9.0 versions) Using Computer.
- ✓ Have good knowledge of MS-office, Internet surfing and Software handling easily.
- ✓ Have fine knowledge of Hardware & Networking.

HOBBIES:

Painting (Sketch, Water colors and Shading), Dancing (Western, Bhangra).

LANGUAGE PROFFICIENCY:

Hindi, English.

PERSONAL DETAILS:

Father's Name	:	Lt. Sh. Rampal Jawa
Date of Birth	:	04 th March, 1987
Marital status	:	Married
Nationality	:	Indian
Permanent address	:	H No: D-8/12, FF3, DLF, Ankur Vihar, Ghaziabad, Uttar Pradesh – 201102

I certify that the information mentioned above is true to the best of my knowledge and belief and if given an opportunity in your organization, I'm sure I would be able to work up to your satisfaction and further sharpen my skills.

Date:

Place:

(KAPIL JAWA)