

CURRICULAM VITAE

HARIKESH PRAJAPATI,
C/o Musha Prajapati,
C – 49-50 Pandav Nagar Complex,
Ganesh Nagar,
New Delhi – 110 092.
Mob. No. +971-522630932 / +91-8948192153

CAREER OBJECTIVES :-

To work in a growth oriented organization & a challenging environment where my expertise skills can be harnessed to the optimal level for the benefit of the organization & self.

PERSONAL INFORMATION

Name : Harikesh Prajapati

Father's Name : Shri Musha Prajapati

Mailing Address : Harikesh Prajapati
C/o Musha Prajapati,
C-49-50 Pandav Nagar Complex,
Ganesh Nagar Near Hanuman Mandir,
New Delhi – 110 092.

Date of Birth : 9th Sept, 1990(09.09.1990).

Contact No. : +971-522630932 / +91-8948192153

Marital Status : Married.

Languages Known : Hindi, English.

PROFESSIONAL QUALIFICATION

- a) The Institute of Computer Accountants (**I.C.A**) from Kanpur.
- b) Two Year Industrial Accountant from ICA Kanpur. .
- c) Institute of Management & Professional Account Training (**IMPACT**) from Kanpur
2005 (M. S. Office, E- Mail, Internet, & Tally 4.5, Tally 5.4, Tally 6.3, & Tally 7.2 Tally
9.0 Ace Fact & Pos one Hypermarket Trading Software)

ACADEMIC QUALIFICATION

- a) Passed High School from U.P Board Allahabad Uttar Pradesh in 2005.
- b) Passed Inter from U.P Board Allahabad Uttar Pradesh in 2007.
- c) Passed B. Com. (Pass) from Chatrapati sahooji Maharaj University of Kanpur. in
2007-09.
- d) Passed M.B.A from Mahatma Gandhi University Meghalaya (Distance) in 2010-12.

EXPERIENCE PROFILE

Worked with Span co Ltd, Call Center. Ltd Gurgaon . as a **DATA ENTRY COMPUTER OPERATOR** from January 2009 to December 2010.

Company Profile:-

To deal in Fire Protection System, Fire Alarm System, Call Center, Fire Extinguisher System in Govt. Sector and authorized Manufacturer of Protect wire Make LHS Cable.

Worked with M/s Vision Safety LLC as an Account cum Purchase Assistants. From January 2011 to December 2014 in New Delhi.

Worked with M/s Acemens Engineering Manpower Services. As a Account Coordinator April 2014 to Sept 2014. (Also take Contract Work in Barmer Rajsthan).

Worked with M/s BFES Techno Pvt Ltd. as an Account cum Contract Executive from Sept 2014 to March 2015.

Working with M/s VI-Tech Engineering – Account, Cntract, and Estimation from March 2015 to March 2016.

Working with currently running job Gulf Asia Contracting Co LLC Dubai.

Company Profile:-

A system integrator of Fire Fighting System, Fire Alarm System & Water Mist System, CCTV and Home Security System.

Job Responsibilities:-

- 1) Performance monitoring of account assistant and account teams
- 2) Maintaining contact with clients - giving them regular updates.
- 3) In charge of budgets and administration.
- 4) Oversee existing campaigns to grow key accounts
- 5) Managing invoices, receivables and cash management
- 6) Accounts Receivables & customers Reconciliations
- 7) Accounts Payables, Vendors reconciliation.
- 8) Payments & Cheque Preparation
- 9) Payment of Utilities like, Electricity ,Water ,Rent & Telephone

- 10) Credit monitoring & Controlling
- 11) Bank Reconciliation
- 12) MIS Reports as per the management requirement
- 13) Managing duties related to handling sales & purchase return credit notes
- 14) Maintaining stock records.
- 15) Handling Tally Data Entry
- 16) Salary Preparation for Labour and Staff.
- 17) Tender Enquiry for Estimation and Coasting Offer.
- 18) To maintain the filing record of tender received, PQ submitted.
- 19) To maintain Offer submitted, order received and order lost record in soft.
- 20) Arrange for EMD required for tender; keep a record of EMD submitted to client and EMD returned from Client.
- 21) To prepare costing sheet, commercial terms & conditions, price and supporting documents for offer submission to various clients / consultant / PMC.
- 22) Prepare quotation of CCTV and Home Security System.
- 23) To prepare and submit bill of Fire Fighting & Fire Alarm System, CCTV & Home Automation System.
- 24) Work of E-Tendering, download enquiry from website, prepare e-bidding, techno-commercial bid and price bid and online submission of e-bidding documents.

I am fully competent to do my duty with full of my devotion and attention. If an opportunity is offered I will perform with best of my effort to the utmost satisfaction of the management.

Sincerely Yours,

H.PRAJAPATI

Date:-

Place : New Delhi

(H.Prajapati)