

CARRER OBJEVTIVE

To work for a professionally managed company with [3years (Full time) + 2 Years (Part time)] experience with good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.

Key Skills:

- Strong analytical skills, capable of assessing conditions and implementing appropriate intervention.
- Develop rapport with patients, family, staff and physicians.
- Remain calm and professional throughout critical incidents.
- Able to handle the people very calmly and effectively.
- Know the working of all basic medical instruments.

Academic Qualification

- B.Com Graduation Vikram University
- Higher Secondary Certificate (H.S.C) MP Board
- Secondary school Certificate (S.S.C) MP Board
- Diploma in Hardware Networking
- DCA+ CCA (Diploma in computer Application)
- PGDCA (Post Graduate Diploma in Computer Application)

PROFESSIONAL EXPERIENCE

FULL TIME EMPLOYEE

HPCL (HP GAS) Hindustan petroleum corporation limited

Job title - Accounts & Customer service

Responsibilities

- Strategizing the sales and advertising techniques
- Finalizing the target market and promoting the product
- Taking reviews of the people who have already used that particular product
- In case of any flaws or complaints, made provisions to improve the flaws in the product
- Promote and sell Company's products and services to customers.
- Contact customers for renewals, up-sells and cross-sells.
- Optimize existing products for repeat business and customer retention.
- Manage refunds and adjustments to customer accounts.
- Respond to customer requests in a professional way.
- Identify areas for improvement based on customer feedbacks.

ESSEL VIDHUT VITRAN PVT LTD

Job Title- Accounts

Responsibilities

- Meter photo reading
- Working responsibility according to schedule.
- Bill analyzing and distribution
- Making Outbound calls
- Handling customer queries
- Achieving Target
- Backend Work
- Coordinating with other branches.
- Analyze all billing practices and procedures.
- Create logistics for billing processes.
- Verify and assess each bill.
- Verify and evaluate customer bills.
- Review and assess all monthly billings and prepare financial statements and reports.
- Support other staff handling bills and billing processes.
- Maintain and update customers' billing status.

PART TIME WORK EMPIRE

MARYADIT JEELA SAHAKARI BANK (UJJAIN)

Job title –Accounts (Data entry)

- Making the data entries
- Maintaining the invoice data.
- Preparation of ledgers & regular accounting.
- Assistance in the Final Accounts & Balance sheet

STONE CRUSHER (BALAJI STONE CRUSHER UJJAIN)

Job Title- Management and sales

- Develop and implement sales management strategies.
- Forecast sales projections to enhance business growth.
- Manage sales professionals in achieving their given targets.
- Analyze competitor products and their selling strategies.
- Recommend and implement changes in marketing policies in selling own products or services.
- Manage customer databases and update periodically.
- Manage coordination between sales and accounts receivable teams.
- Assist accounts receivable team in collecting dues and balances.
- Implement best policies in sales management.
- Ensure compliance of corporate policies, procedures and standards.

PERSONAL SKILLS

- Hard working
- Quick learner
- Result Oriented
- Target Oriented
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PROFESSIONAL SKILLS

- Financial Management
- Capital Budgeting
- Cost Accounting
- Audit Operations
- Strong computational skills
- Multi-tasking ability
- Capable of team work

TECHNICAL SKILLS

- MS-Office (Word, Excel, PowerPoint and Outlook).
- Operating System: XP, Windows.
- Tally
- Photoshop (Basic)
- Typing

Personal Detail

Date of Birth	:	29 September 1990
Address	:	21 Bengali colony, Ujjain (Madhya Pradesh)
Language	:	Hindi, English and Bengali
Marital status	:	Married
Hobbies	:	Painting, swimming

A highly motivated, experienced [profession] professional with superb skills in marketing, e-commerce, relationship-building, promotion and management.