

# **Curriculum Vitae**

**MEENU KUMAWAT**

VPO- KALWAR

DIST- JAIPUR RAJSTHAN

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## **Career Objective**

To seek a Position Where I Can Exploit My Working Skills and Satisfy My Employer with My Work and Conduct Honesty.

## **EDUCTAION QUALIFICATIAON**

Sr. No	Exam Passed	Board/University	Year
1.	Secondary	Rajasthan Board Ajmer	2011
2.	Senior Secondary	Rajasthan Board Ajmer	2013
3.	B.Sc Mathemetics (Pursuing)	Rajasthan University	Appearing

## **TECHNICAL SKILLS**

- RSCIT
- MS-OFFICE
- MS-OUTLOOK
- EXCLE
- MS WORD
- Tally Erp , advance Excel
- Pivot table, vlookup

## **EXPERIENCE**

- 1 Yrs & 8 Months Experience in Eureka Forbes Ltd. As back office executive (Sales & Service) and CRM Assistant
- 1 Year Experience in Eureka Forbes Ltd. as Associate-Accountant (Accounts Executive)

## **JOB PROFILE**

**(A) Eureka Forbes Ltd.** as CRM Assistant

- Preparing Strategic Monthly Marketing Calendars.
- Creating New Leads and converting them to Customer.
- Coordinating With the Managers Regarding the Sales Targets.
- Good coordination To Leaders.

- Achieving the Monthly Targets.
- Follow up the customers service issues the company product
- And contact to service leaders and resolved the complaints
- Generating &Contributing Creative ideas.

**(B)Eureka Forbes Ltd. as Associate-Accountant**

- Book keeping.
- Billing
- Entry Tax.
- Preparing sales Tax Data Reports.
- Common Billing system, Microsoft office applications, Including Ms Word Excel and Power point.
- Strong Skills in performing Data entry and word processing.
- Basic mathematical calculations.
- Voucher check

**HOBBIES**

- Listening Music
- Reading books
- Travelling

**PERSONAL DETAILS**

- Name : MEENU KUMAWAT
- Father`s Name : SHREE SAITAN SINGH KUMAWAT
- Date of Birth : 15 AUG 1996
- Nationality : Indian
- Marital Status : Single
- Language : Hindi, English

**DECLARATION**

I hereby declare that all the information above are true to the best of my knowledge and belief.

Date : 01.08.2018

Place : Jaipur (MEENU KUMAWAT)