**CURRICULUM VITAE**

**RAHUL JAISWAL**

Address:

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Delhi-110044

**Objective**

Seeking a suitable position in an esteemed organization to prove my skill and mentality in the real world of practice.

**Academic Qualification**

* B.Com. from Delhi University.
* Intermediate from C.B.S.E. Board, Delhi.
* Matriculation from C.B.S.E. Board, Delhi.

**Key Skills**

* Sound knowledge of Advance MS excel (Vlookup, Hlookup, Pivot table and chart, conditional formatting, countif, sumif, Logical function, Sumproduct, etc.)
* Sound knowledge of TALLY ERP 9.0 (GST, TDS, E-WAY BILL, BRS, Entry of Sale or Purchase bill with GST etc.)
* Diploma certificate of computer application
* Application packages: Word, Advance Excel and PowerPoint.
* Typing(30Wpm)
* WFM (Work Force Management)
* Dashboard Management
* MIS Reporting
* Data Analysis
* Documents Verification
* Prepare Daily, weekly and monthly report
* Learning VBA(Visual basic application) and Macros

**Professional Experience**

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| **Duration** | 1st Nov 2020 to Till Now |
| **Company** | INOX WIND LTD. Behalf of Trusted Synergy Partners |
| **Designation** | Account Executive |
| **Department** | Account Payable |
| **Technology Used** | Excel, Company’s SAP ERP Software and Tally ERP 7.2 |

**Roles &Responsibilities**

* External Audit of Inox wind limited & other clients
* Accounting of TSP and GDP Firm
* Experience in Procure to Pay function (Accounts payable)
* Working Experience of Invoice processing PO and Non-PO
* Working Experience of EXIM Bill processing in MIRO
* Working Experience of Travel, Admin & Employee Expenses processing
* Working Experience of SAP (Accounts Payable)
* Responsible for Reviewing and Verification of Invoices
* Reconciliation of Venders
* Responsible for obeying any kind or rules & regulations made by the organization

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| **Duration** | 17th Jan 2020 to Covid |
| **Company** | R.K Associates & Hotelier Pvt. Ltd. |
| **Designation** | Account Executive |
| **Department** | Railway Caterers (Mail Express) |
| **Technology Used** | Excel, Company’s ERP Software and Filing. |

**Roles & Responsibilities**

**●** Preparing Master Reports Train wise

● Maintain Records of Total Sale Train wise

**●** Prepare Daily, weekly and monthly report

● Reporting to the Director and Manager

● Maintain records of POS Machine &total sales of POS Machine bills

● Maintain records of staff medical check list.

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| **Duration** | 6th July 2019 – 5th Jan 2020 (6 months contract) |
| **Company** | Quess Corp Ltd. (Excelus learning Solutions Pvt Ltd) |
| **Designation** | MIS Executive |
| **Department** | Operation (Training & Skill Development) |
| **Technology Used** | Excel, Company’s portal and portals (skill India, SDMS) |

**Roles & Responsibilities**

* Reporting to the Manager
* Prepare Daily, weekly and monthly report
* Maintain Large data of Company.
* Candidates Documents Verification
* Coordination with placement team and Quality team
* Create batches of PMKVY institute in UP and MH both
* Responsible for obeying any kind or rules & regulations made by the organization

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| **Duration** | 26thDec 2018 – 25thJune 2019 (6 Months contract) |
| **Company** | Amazon.in behalf of OM Enterprises |
| **Designation** | Work Associate |
| **Department** | Operation |
| **Technology Used** | Excel and Company’s ERP Software |

**Roles & Responsibilities**

* Maintain records of inventory
* Reporting to the Manager
* Analysis Items record in ERP software
* Maintaining 5S and Items Processing
* Work with the under presser
* Preparing Weekly report of Goods of inventory
* Completing work within TAT
* Responsible for obeying any kind or rules & regulations made by the organization
* Responsible to work for 24\*7 environments.

**Personal Information**

S/O : Mr. Changoori Jaiswal

Date of Birth : 05 April, 1998

Sex : Male

Nationality : Indian

Marital Status : Single

Languages known : Hindi, English

Last CTC : Rs. 2 Lacs PA

Qualities : Optimistic, Trustworthy

Hobbies : Surfing on net, Listening music

**Declaration**

I hereby declare that all the above information is true, complete and correct to the best of my knowledge & belief.

**Date:**

**Place: NEW DELHI (RAHUL JAISWAL)**