**CURRICULAM VITAE**

**Rajesh kahar**

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| **AIM** |
| **To take up responsibility with on organization where my personal potentials can make a meaningful contribution to the organization success as well as self-development in corporate field”.** | |

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| **PROFESSIONAL EXPERIENCE** | |  | |
| **ORGANIZATION** | **LOCATION** | | **DURATION** | | **DESIGNATION** | **EXPERINCE** |
| **M.P.P.K.V.V.Co.Ltd.** | **SHAHDOL** | | **01-10-2012 TO 21-10-2018** | | **ACCOUNTANT & REVENUE (LT & HT), ERP & MIS BASED WORK IN MPEB ,** | **6 year** |
| **Working M.P.P.K.V.V.Co.Ltd.**  **( M/s Saisun Jabalpur)** | **SHAHDOL** | | **22-10-2018 TO 19-12-2019** | | **ACCOUNTANT & REVENUE (LT & HT), ERP & MIS BASED WORK IN MPEB ,** | **1 year 2 Months** |
| **Working M.P.P.K.V.V.Co.Ltd.**  **( M/s World Class Indore)** | **SHAHDOL** | | **21-12-2019 TO 31-03-2021** | | **ACCOUNTANT & REVENUE (LT & HT), ERP & MIS BASED WORK IN MPEB ,** | **1 year 3 Months** |
| **Working M.P.P.K.V.V.Co.Ltd.**  **( M/s Shree Jee Faridabad)** | **SHAHDOL** | | **01-04-2021 TO 07/11/2021** | | **ACCOUNTANT & REVENUE (LT & HT), ERP & MIS BASED WORK IN MPEB ,** | **1 year 2 Months** |
| **PSSCIVE** | **Bhopal** | | **08-11/2021 to till date** | | **Computer Typist IT & ITcs Department** | **Present Working** |

**TOTAL EXPERIENCE: NINE YEARS SEVEN MONTHS**

**JOB RESPONSIBILITIES:**

* **Attend complain queries (Online Portals), ensuring all queries are responded to in timely and professional manners in keeping with established service standards.**
* **Support improvements of the relevant Division service satisfaction out come for the portfolio and capital investment.**
* **Keep our customer relationship management(CRM) system up to datein line with CRM protocols.**
* **Contribute to continuous improvement activity within the region.**
* **POWER BI (Company Portals) reporting to higher officer.**
* **All Responsibility accounting work (cash Work).**
* **Total responsible for GOOGLE SHEET.**

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| **EDUCATIONAL QUALIFICATION** |
| **Qualification** | **University/Board** | **Year** | **Percentage** |
| **MBA (Finance + HR)** | BU, BHOPAL | 2021 | 60.02 % |
| **Bachelor of Science (Information Technology), B.Sc (IT)** | MCU, BHOPAL | 2012 | 68.52% |
| **12TH** | MP BOARD | 2009 | 68.20% |
| **10TH** | MP BOARD | 2007 | 66.00% |

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| **Personal Skills** |
| **1.** | Communication Skills. |
| **2.** | Innovative. |
| **3.** | Team Facilitating. |
| **4.** | Self Motivated. |
| **5.** | Simplicity and Agility. |
| **6.** | Clarity of Purpose. |
| **7.** | Relentless Execution. |
| **8.** | Customer Focus. |

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| **Personal Details** |
| **Father’s Name:** | Late Mr. A.L. Kahar |
| **Mother’s Name:** | Mrs. Anar kali Kahar |
| **Date of Birth:** | 12th Nov. 1991 |
| **Hobbies:** | Listening to music and reading story books. |
| **Marital Status:** | Single |
| **Permanent Address:** | Behind Polytechnic College Badi Talab Pandav nagar Shahdol (M.P.) 484001 |

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| **Technical Skills** |
| **1.** | Operating System- Windows-98, XP, Vista, 2007 |
| **2.** | MS-Office (Command on Word, Excel, Powerpoint) |
| **3.** | Photoshop and Paintshop |
| **4.** | Internet. |
| **5.** | Typing (Hindi & English) |

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**–

**Place: -Shahdol (RAJESH KAHAR)**