

RESUME

Gajendra chawla

231, Hanuman nagar
Behind gca complex
Near SBI bank subhashganj
NASIRABAD
Mob: 7073200585
E-mail: gajendrachawla950@gmail.com

CAREER OBJECTIVE

Have an in depth knowledge of computer applications, principles. Seeking for a challenging position as a Responsible employee where I can use my overseeing skills in current market scenario and help in company growth as well as self growth.

ACADEMIC QUALIFICATION

- Secondary from CBSE Board.
- Senior Secondary from CBSEBoard .
- BCA fromMDS University AJMER
- Pursuing MBA from BTU AJMER

Skills

- Quick learner and innovate new ideas for smooth functioning.
- Excellent computer skills.
- High level of professionalism
- Multitasking Personality.
- Eye for details.
- Team player.
- Leadership quality

Technical skills

Microsoft excel and MS OFFICE

JOB RESPONSIBILITIES

- Maintaining Monthly progress report /daily progress report.
- Full Cycle Accounts Payable processed up to 100 invoices per day, Maintain and update vendorfiles
- Solving customer queries through E-mail, Proper Maintain record of all E-mails.
- Payment Verification
- Preparing the daily reports of work allocation and pending invoices in MS Excel.

HOBBIES and STRENGTH

- Adapting to changing Circumstances
- Enthusiastic, Leadership
- Self Motivated
- Ready to work under Deadline Constraints
- Explore new places

PERSONAL DETAILS

Date of Birth : 01 –Jan -1996
Father's Name : Mr.PURAN MAL CHAWLA
Marital Status : Single
Nationality : Indian
Languages Known : Hindi,English

DECLARATION

I hereby declare that all Information Provide above is True to the Best of My Knowledge.

Date :

Place :

(GAJENDRA CHAWLA)