

RESUME

Rajesh Rajput

**H.No.156,Uttkrash Vihar
Colony, Near Bathkhedi
Mhow,Dist-Indore (M.P.)**

Email:-rajput1234@rediffmail.com
Mo – 9977743447

Professional Objective:

A position in Financial & taxation field with leading corporate of hitech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential and also to make a strong contribution to organization goals through development of professional skills.

Industrial Experience:

3 Year Working In Pithampur Auto (P) Ltd. As a Account Asst from
2005-2008

Company Profile:

- ♦ It's an ISO 9001-2000 certified company.
It's an ancillary unit of M/s Eicher Motors Ltd.,
- ♦ Machined various automobile precision components like
King Pin, Rear Plate, Suspension Pin etc.

PRESENTLY WORK SET UP

Working in **RIVOLTECH AUTO ENGINEERING Pvt Ltd., Pithampur,
Madhya Pradesh** from Aug. 2008 to till date.

Company Profile:

- ♦ It's an ISO 9001-2000 certified company.
- ♦ It's an ancillary unit of M/s VE Commercial Veh Ltd., and also doing jobs for
M/s Force Motor Ltd
- ♦ Machined various automobile precision components like
Cylinder Blocks, Cylinder head, Gear Box Housing, Knuckle etc.

Job Responsibility:

- ◆ Working as a Ass. Manager Account. and doing as well as capable for the following responsibility.
- ◆ Effectively manage accounts receivables by accounting for sales and receipts accurately to ensure that payments due to the company are received and the company's interest are always safeguarded.
- ◆ Provide accurate and timely support to the department and the management with relation to information on the company's.
- ◆ Well equipped with all the accounting functions exposure to indirect taxes such as GST , books of account, bank and cash reconciliation etc.
- ◆ Preparation of Trial balance and finding of trial balance mistake
- ◆ Procedure maintaining for passing of purchase bills, sales bill, vendor payment etc
- ◆ Maintaining day-to-day account with cash handling, reconciliation with bank and parties

Educational Profile:

B.COM: Government Degree College Timarni
University: Barkatullah University. Bhopal

Passing Year: Mar.2008

MBA(Finance Management). Indian School of Business Management &
Administration.

Passing Year:-2018

Computer Awareness:

Diploma in computer programming Application (DCPA) From Aisect
Computer Center this center is certified of Makhan Lal Chaturveady
University Bhopal

Tally Packages and fully exposure with computer skills as desired by every industrial
concern. And also working in SAP B1 software in current job

Personal Profile:

- Date of Birth: 25.08.1986
- Languages Known: English & Hindi.
- Fathers Name: Shri Surat Singh Rajput
- Sex: Male
- Marital Status: Married
- Nationality :Indian

Permanent Address Rajesh Rajput
 Pardesipura ward no.11
 H.N.153 Timarni
 Distt. Harda
 MP 461228

Declaration:

I assure that being a person with analytical mind, good communication skills, maturity, integrity, pro-active, creative and have ability to make correspondence independently the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

(Rajesh Rajput)