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| *rajan mishra* |  | *Name* |  | Curriculum vitae*Rajan*  |
| *Rajan.360311@2freemail.com* |  |  |
| ***Nationality*** | *Indian* |
| ***Date of Birth*** | *11/01/1993* |
| ***Gender*** | *Male* |
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***My Skills Summary***

*Safety-minded and a good communicator with strong computer skills. Excellent listening skills, oral and written communications excellent problem solving and negotiating skills.*

**Career Objective**

*“To work in association with professional groups who offer me the opportunity for career advancement and professional growth.”*

**Working Experience**

* Worked with “**Parsad Enterprises**” As a Sr. Executive Supervisor in the “**BFSI**” operations and Transaction team, from 15rd Nov 2013 to 23rd Dec 2016.
* Worked as a Commercial Executive, handle all kind of transaction Cash, card, voucher and all kinds of offer gift coupons Store department in Back office team of Dhanbad.
* Sending daily Staff attendance to HO,
* As per daily basis create transaction report against of purchase order and good receive note.
* Day to day banking activities related to cash card and voucher and report to HO .
* Procuring Business from existing customers and customer’s service
* Main ting store stock and inward and outward the goods as per need

Handled sell, purchases account, debit and credit account.

* Received payment from Customer, generate bill as per work and material.
* Generate Sales Order; capture all staff day to day activities.
* Generate weekly or monthly data report in excel.
* Generate Daily closing dashboard and opening checklist.
* Updating at the system customer loyalty point and share holder detail.
* As per daily basis report to Ho staff attendance.
* Updating weekly off staff roster.

***Training Detail****-- Attended 17 days Training Programmed on, Retail sales and service excellence. In contain communication Skill, & personality development under NRLM initiated by MORD in association with NABCONS & provided by future learning at Vill-Uttrain,P.s-Konch,Dist-Gaya (Bihar) 824207*

**Proficiency Skills**

 Desire and ability to learn new things in a short duration.

Logical reasoning and analytical skill.

**Academic Qualification**

Passed *Bachelor in Business Administration from Sikkim Manipal University in 2013*

Passed *HSC from SSY College(B.S.E.B) with 1st Class Distinction in 2010*.

Passed *SSC from Gandhi high School(B.S.E.B) with IInd Div.in 2008*.

**Professional Qualification**

Passed certificate in Advance Diploma Computer Application from Pahal Kaushal vridhi yojna 2008.

**Personal Details**

Date of Birth 11 .Jan.1993

Sex Male

Nationality Indian

Marital Status Single

Religion Hinduism

Language Know Hindi & English

***Declaration***

*I do here by declare that all the information above mention is true & correct from the best my knowledge.*