* **Personal Data:**

**Name Rakesh**

**Date of Birth 28th Aug 1987.**

**Current Add Bur Dubai**

**Visa Status Visit Visa (Long Term)**

**Contact No. C/o 0505891826**

**E –mail ID** [**rakesh.286785@2freemail.com**](mailto:rakesh.286785@2freemail.com)

**Language Known English, Hindi, Marathi**

**Nationality Indian**

**Gender Male**

**Marital Status Single**

**Hobbies Music, Dance, Internet Surfing, Chatting, etc.**

* **Educational Qualification:**

**T.Y.B.com Pass 2011 – 53.80%**

**H.S.C (Commerce) 2008 – 42%**

**S.S.C 2003 – 53.20%**

**C) Extra Qualification:**

**M. S. Office (Advanced Excel, Vlookup, Hlookup & Pivot Table,Count if**

**custom shorting filtering, shortcut keys etc.**

**Typing Speed 50 W.P.M.**

**Work Experience A:- Worked in UPF INTERNATIONAL LLC at Dubai As a Inventory Clerk**

**(Follow up Clerk) from 11th Oct 2014 to 9th Oct 2016. (Duration of work 2 yrs)**

1. **Hand written ordered bill (Invoice) received from salesman daily basis through the fax.**
2. **Checked the bill accurate and Entry in to ERP Software JDL as it on bill**
3. **Checked the price of all item and descriptions of goods**
4. **Co-ordinate with Sales Man related to price and quantity of goods and whenever the no stock show in Jdl (system) and low quantity of goods available in warehouse**
5. **Co-ordinate with Warehouse Manager or Supervisor If available of goods or Not and delivered the goods on urgent basis as per the Sales Man request and customer demand**
6. **Take discount approval from Process Manager on high amount of Invoice Total**
7. **To make GRV of cancel Invoice from customers and return goods or damage goods received From customers**
8. **To Co-ordinate with Manager of Closing Stock on every Months of End**
9. **Updated records daily basis Invoice and Manage the data in Excel Sheet as per the Invoice basis and Sales Man Code basis**
10. **To generate the filed of serial code number base**

**B) Worked as Associate on contract from 20th March 2013 to 5th April 2014 for**

**National Collateral Management Services Limited (NCML)**

**(Duration of work 1 yrs)**

**Job Profile: -**

1. **Monitoring and control of commodity inflow and outflow at warehouses. Daily Follow up on phone with field staff and warehouse staff for entering daily transaction details in system (Storeman)**
2. **Responsible for Payment and Clearance of security Bill and Service Tax bill. Updating the payment details to Vendor through mail and reconciliation of their account.**
3. **Preparing outstanding income MIS and Follow ups with Clients for Storage Charges so as to ensure incomes are recovered warehouse to entry in system (Storeman).**
4. **Coordinate with warehouse Manager and warehouse staff.**
5. **All Physicaly stocks converted to electronic on the NCDEX Website.**
6. **We download data from system (Storeman) d paste in excel and entry on the NCDEX online website National Commodity & Derivatives Exchange Limited (NCDEX)**
7. **To mapped the client name in storeman and To provide the approval for the withdrawal stock on mail**
8. **Download outstanding data from system and prepare Daily MIS and sent to Team Manager, or Department Head and also internal Finance department.**

**C) Worked as Data Management Executive for Shobiz Experiential Communications**

**Limited from 26th March 2012 to 01st Oct 2012. (Duration of work 6 month )**

**Job Profile: -**

1. **Collect the feedback form or Registration form and mention all of detail in computer.If any customer they will fill double feedback form or Registration form Checked the Onsite data and to do short out of data.**
2. **Use the excel key conditional formatting remove the duplicate Entry And also use the Countif, & True or False.**
3. **To prepare graph both are onsite or offsite.**
4. **Reporting to Manager or Senior Manager by mail.**
5. **To take handover work from other department to search Particular words or keywords like Software Company, IT, Cosmetic Product , Oil Company, Manufacturing Company, Company Turn Over, Designated roll like vice president, chief Executive officer, GM Manager, Board of Director Etc. Search the Company detail, Location, Branches, Turnover, Etc.**
6. **Use the weblink, Google,Yahoo,sulekha, Gortal, India Mart, Just Dial Ali baba etc.**
7. **To make data proper formatting and as well as cleaning data and maintain in column, use the Function key Etc.**

**D) Worked as Data Management Executive for Lodha Group on Contract Basis -**

**From 11th Oct 2011 to 31st Dec 2011. (Duration of work 3 month )**

**Job Profile:-**

1. **Maintaining Mis of Application & Physical verification file received in store Room.**
2. **If the selected candidate to join the co. to check her or his all document Like Education qualification mark sheet experience letter Relieving letter Resignations letter from previous Organization last 3 month of previous Organization salary slip etc.**
3. **If selected candidate not submitted any document to Entry in excel.**
4. **Coordinate with HR department to discuss the HR for related to the Document.**
5. **Making data entry in Excel of File sort out of data used the vlookup pivot table and count if.**
6. **To make excel file and report to HR by mail.**

**E) Worked as Back Office executive for Sparsh Intelnet Global Service In Barclaycard**

**Project from 26th June 2007 to 12th Jan 2009. (Duration of work 18 month)**

**Job Profile:-**

1. **Maintaining Mis of Application & physical verification report received in Store room.**
2. **Maintaining tack of physical verification reports which Essential for Underwrite to take**

**decision Making data entry in Excel of Applications.**

1. **Working on system for checking decision of Applications.**
2. **Blocked and unblocked Credit card in CTL.**
3. **(Whenever customer credit limit used and not pay regular then Unblocked) Decline credit card application (whenever customer credit- Limit us And not pay regular then unblocked)**
4. **To take work from other department whenever work load exceed.**
5. **To report the Team Leader physically or through the excel path.**

**(RAKESH)**