**Ravi**

D.O.B.: 17-Mar-1997

Nationality: India

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**Objective:**

To facilitate the organization in its growth and development with focus on its goals and objectives by putting extremely sincere and dedicated hard work in harmony with others.

**Education:**

* Poddar International College, Jaipur,Rajasthan,India
* B.Com March 2016

**Experience:**

Exl service India Pvt LTD as **Account executive** July 2017-April 2018

* Work on tally ERP 9, MS-excel and company production dashboard to make monthly invoice of clients. Verify and Tally cash/Bank payments and receipt of customers.
* Enter daily voucher in tally. Calculate VAT amount of every quarter and Send stock summary of every month to clients.

Transfast Western Union as **Back office support** April 2016-June 2017

* Administrative support for all data entry on daily basis with MS-Excel.Performed all clerical duties like filing, typing, receiving and replying emails, scanning documents for database.
* Recorded all incoming and outgoing funds on excel sheet. Provide additional support in any other task as provided.

**Computer skills:**

* Knowledge of Ms-office (word, excel, PowerPoint ).
* Knowledge of Tally ERP 9 (having Certificate).
* Good practice of working over internet.
* Certificate of Basic Computer Course.

**Specialized skills:**

* Excellent interpersonal and communication skills.
* Hardworking towards the achieving the goal.
* Quick adaptable to the surrounding, willing to learn.

**Languages:**

* English – Read, Write, Speak
* Hindi – Read, Write, Speak

**Declaration:**

It is hereby declared that any information furnished by myself is found incorrect and illegal then the company or organization will possess the full right to disqualify me and take me out of the company. so I would like to be part of your organization sincerely.

**THANKS**

**RAVI**