

CIRRCULUM-VITAE

INDRAJEET PATEL

ADD:- KUSUMI ,JAHNAIPUR,

DIST:- PRATAPGARH , PIN- 230001,(U.P)

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CAREER OBJECTIVE

To purse a carrear where in my positive attitudedhard work and sincerity can be effectively utilized in conjunction with knowledge in which I whould work and to grow up with progress of your organization.

EDUCATIONAL QUALIFICATION

Degree/Course	College/School	University/Board	Year of Passing	%Marks
B.ed	BSS MAHA VIDHYALYA	Dr RMLA University	2012	74%
B.A	PBPG COLLEGE	Dr RMLA University	2010	54%
Intermediate	ANPI COLLEGE	UP BOARD	2007	71%
Highschool	ANPI COLLEGE	UP BOARD	2005	66%

EXPERIENCE

- 2 Year Experience accounting & cash management in **SBI** franchise
- 3 year Experience in tata marcopolo motors ltd
- 1 year exp in OIC Techno Energy engg ltd

COMPUTER KNOWLEDGE

- MDCA
- Post gradation diploma in computer application (**PGDCA**)

STRENGTH

- Hard working & confident
- Good communication skill
- Honesty with smart work
- Adaptability, flexibility
- Quick learning ability
- Always complete the work on decided time frame

RESPONSIBILITIES AND ROLE DETAILS

- : Able to deliver an exceptional customer service, processing smoothly and professionally.
- : Attention to details ,taking responsibility to carry out for any fraudulent activities.

- : Responsible for dealing with all costumer's transactions, with full protection.
- : Experience in dealing with customers with full coordination.
- : Process all intercompany payments.
- : handling all cashier related equipments from customers.
- : balancing cash in the till with receipts

HOBBIES

- : Net Surfing
- : Learning
- : Reading

PERSONAL DETAILS

Father's Name	Mr. Kali Prasad Patel
Date of Birth	15-January-1991
Gender	Male
Languages known	Hindi & English
Permanent Address	Kusumi, Jahnaipur, Pratapgarh (U.P) 23001
Nationality	Indian

DECLARATION

I hereby declare that all the above information is 100% true & correct to the best of my knowledge.

Date:

Place:

SINGNATURE
(Indrajeet Patel)