



**Manav Rajusth**  
Account Manager

Current Location Dubai, UAE

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I seek challenging opportunities where I can fully use my skills for the success of the organization & serve it with my best efforts, leading to personal & professional growth.

## WORK EXPERIENCE

### Professional Experience: -

#### ● Dec 2022 - Dec 2023 - K.P CLOTHING ENTERPRISES

#### Duties Involved:

- Managing clients at various levels.
- Tally software and Excel.
- Issue purchase order to suppliers.
- Ensure accurate order entry, and timely delivery of goods.
- Generation of e-way bills.
- Managing all inquiries & tracking for status of orders.
- Timely order placement & deliveries

● **Dec 2020 - Nov 2022 - Eagle Infra  
India ltd.**

## Duties Involved:

- Managing vendor queries & communication process.
- Report day-to-day purchases & sales to the superiors.
- Billing & Invoicing of regular transactions.

## Relevant Technical Skills:

- Good communication skills – both written and spoken.
- knowledge on Computers:
  - a) Advanced Excel,
  - b) Tally ERP.

## Personal Strengths:

- Hardworking, Confident, Result oriented and Punctual.
- Self-motivated, Good listener, Quick Learner, Good Adaptability, Team Member.
- Ambitious, Enthusiastic, Creative & Dedicated to work.

# Educational Qualification: -

- Graduation

*Bachelor of Commerce Mumbai University from Jai Hind College with A Grade.*

- Higher Secondary Education

*Maharashtra State Board from Jai Hind College with 74.92 %*

- Secondary Education

*Maharashtra State Board from Shri Satya Sai Niketan High School with 68%*

## SOFTWARE

**Tally**

**Word & Excell**

**Microsoft Office**

## Personal Information:

**Nationality : Indian**

**Date of Birth : 14.04.2000**

**Gender : Male**

**Marital Status : Single**

**Languages Known: Hindi, English, Sindhi.**

**Hobbies : Travelling, Dancing.**

## DECLARATION

I hereby declare that all the information supplied above is true to the best of my knowledge & can be supported by necessary documents and/or testimonials.

Manav Rajusth