

RESUME

ASHWINI KUMAR CHOUHAN

15/263, Chopasani Housing Board,

Jodhpur (Rajasthan) 342008

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OBJECTIVE

- To work in a challenging environment where my experience and knowledge can be utilized for completing the assignments in time with excellent quality.

EDUCATIONAL QUALIFICATION

- All India **B.A. Part** Jai Narain Vyas University Jodhpur Certificate Examination (2004)
- All India **Senior Secondary** School Certificate Examination (Ajmar Board, 1998)
- All India **Secondary** School Certificate Examination (Ajmar Board, 1994)

COMPUTER SKILLS

- Conversant with Microsoft Office (Word, Excel and Power Point), Internet, Windows and other basic computer operations.
- Working Knowledge of Tally 9

POSITIVE TRAITS

- Ability to get along well in a team
- Result Oriented
- Responsible
- Consistent
- Willing to Relocate / Travel.

JOB DESCRIPTION

Work Profile - Active Involvement in:

- Preparation of Daily / Weekly / Monthly MIS Report.
- Preparation of Monthly Bank Reconciliation of Cash & Consumable.
- Proper maintenance of records of all types Purchase/Sales & Bank/Cash Deposits.
- Monthly Sale & Profitability Analysis
- Tender Related work

WORK EXPERIENCE

- Ram Prakash Mundra & Company :- May 1999 – March 2003 (Audit & Consulting)
- Working as a LIC & Post Office agent :- April 1995 – Jun 2012
- Vertex Customer Solutions (BPO) :- Jun 2012 – November 2012 (Call Center)
- Rajhans Trading L.L.C. Dubai UAE :- December 2012 – March 2014 (Warehouse In Charge)
- Rajhans Trading L.L.C. Dubai UAE (Jodhpur H.O.) :- April 2014 – March 2016 (Manager)
- Edelweiss Tokio Life Insurance Company Limited :- June 2016 – November 2016 (Development Manager)
- Rishi Elevators Pvt Ltd. :- April 2016 – March 2018 (Sales Manager)
- Working As a L.I.C. & Post Office Agent :- April 2016 – Till Now

PERSONAL DETAIL

Languages known	:	English, Hindi
Permanent Address	:	15/263, Chopasani Housing Board, Jodhpur (Rajasthan)
Sex	:	Male
Marital Status	:	Married
Date of Birth	:	20 April, 1977
Passport Status	:	Available

PROFESSIONAL REFERENCE

Available on request

I hereby declare that all the statements made in this Curriculum Vita (CV) are true, complete & correct to the best of my knowledge & belief.

Date: - 06/06/2024

Place: - JODHPUR

(ASHWINI KUMAR CHOUHAN)