**CURRICULUM VITAE**



**B.S. RAJPUROHIT**

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Mobile: - 9166466410

**OBJECTIVE**

To secure a challenging position in an organization, where I can efficiently and effectively contribute my skill and full potential as well as for the welfare and development of the organization.

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| **ACADEMIC QUALIFICATION** |

* Done high school from Birla Senior Secondary , Pilani.( CBSE ) in 2000
* Done Intermediate from Saint Edmunds School , Jaipur (CBSE) in 2002
* Done B.Com from Rajasthan University , Jaipur (2005)
* Done M.Com from Vardhman Kota University (2019)

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| **WORK EXPERIENCE WITH JOB PROFILE** |

 **Om Exports (Ahmadabad)**

**Manager (Exporter of FMCG goods and Food Items Exclusive to USA) (August 2021 to till Date))**

* Major Preparing Tax Invoice, Packing list , Insurance, Advance cargo declaration(ACD), Import Security data worksheet ISDW, Verified Gross Mass of Container (VGM)
* Preparing of FOB sheet with addition to all cost, Keeping Audit in every stage from procurement of goods till the stuffing of goods in container.
* Handling Purchase Management from Manufacturing concerns, Preparing Packing structure as per the customer requirement.
* Instructing, guiding Motivating the Team for Packing, labeling, Weight Management.
* Stock Updating, Volume finalization for container.
* Booking container from shipping companies.(Msc).
* Preparing Annexure C certificate

**Nidhi Distributors (Jaipur)**

**(Distributers of Bajaj and Khaitan)**

**Assistant Manager (April 2009 to August 2021)**

* A Venture of Hard Core Electricals. Distributers of Bajaj and Khaitan.
* Division of lighting and Fan
* Major Marketing Management and Minor Accountancy
* Managing Team for target achievements.
* Stock Maintenance.
* Weekly Report of Collection and Summery of Orders.
* Preparing the Debtors cycle follow-up as per the zonal criteria

**Accenture Services Pvt. Ltd (Noida)**

**Sr. Process Associate (January 8th 2009 to August 28th 2009)**

* Worked as Senior Process Associate as G2 level
* Worked for EMI music Group and Sony BMG.
* Worked on the Lawson software (USA) and Oracle.
* Task Assigned Reconciliation for over all Debtor and Creditor
* Checking the source document attached with the concerned entry
* Entry back up attached in excel sheet is send for approval
* Main task was to look over the Debtor and Creditor statement and matching with original ledger of the company

**Genpact India, Gurugram(Harayana)**

**Process Associate (22nd Feb 2008 to December 2008)**

* GE Capital HQ Reconciliation
* General Entries and Month end Close Accounting
* Intercompany reporting, variance resolution
* Take out Business queries from data base software as per requirement.

**JainsonsIndia , Jaipur( Rajasthan )**

**Jr. Accountant (25th April 2005 to Jan.. 2008)**

* Job responsibilities to Reconcile Bank statement with Banking transactions (Dr./Cr.)
* Preparing all types of Accounting vouchers
* Adjustment of Credit Notes & Debit Notes
* Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances
* Follow up for collection from Debtors
* Preparing of Cheques and entry into accounting systems
* Verification of Vouchers and involved in providing relevant information to concerned Auditors

 **IT SKILLS**

* International Accounting software : Oracle, Lawson(U.S.)
* Accounting Software : Tally 5.4 / 6.3 / 7.2 / 9.3 ERP
* MS Office : Microsoft Word / Excel / PowerPoint / Access / Outlook
* RSCIT : Certified with Rajasthan Govt.
* Windows XP, Windows 7, Windows 8.1, Window 10 – Intermediate knowledge

**ACHIEVEMENTS & HIGHLIGHTS**

* Received **‘Exceptional Client Service’ award** (2 times) and **‘Spot Award’** for rendering exceptional client service
* Certificate in **“1 RAJASTHAN AIR SQUADRON NATIONAL CADET CORPS”** represented at Head Cadet, Jaipur
* Certificate in English language from **“SPEAKWEL INSTITUTE OF ENGLISH LANGUAGE” ,** Jaipur

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| **CO-CURRICULAR ACTIVITIES** |

* Airtel marathon participant
* Hosted the annual cultural event of "Birla Sr. Sec. School”
* Participated in School Orchastrain"Birla Sr. Sec. School”
* Participated in School Group Song Cultural Competition
* Awarded in All India Camel Colour Contest 1997-98
* Was the Runner-up in:Volley Ball Tournament at Inter School Level
* Served as a Vice Captain of the School Hockey Team under 16
* Member of - Brahmakumaris (Bikaner Branch): Meditation & Yoga (Lifestyle)
* Member of Sahaj Yoga, Jaipur Branch : Meditation
* Participation in School Orchastra

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| **INTEREST ZONE** |

* Stamp collecting(More than 200 Stamps National & International, 30 yrs. Old)
* Traveling(Kangra,Rohtang, Himachal Pradesh, Madya Pradesh ,Rajasthan,WestBengal,Harayana,Bangaluru,Pune,Mumbai,Chandigarh, Goa,Lucknow,Guwahati,Thimpu-Bhutan,Gujrat)

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| **SOCIAL SERVICES** |

* Worked as an Active Member of ‘Swatch Bharat Abhiyan’
* Worked as an Active Member of pulse polio campaign.
* Worked for contributions towards the victim of Natural Disasters.
* Participated in International Yoga Day for guiding SURYA NAMSKAR steps

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| **PERSONNEL DETAILS** |

* Father’s Name : Shri. Kalu Ram Purohit
* Sex : Male
* Marital Status : Married
* Date of Birth : 23rd Nov. 1985
* Languages Known : English, Bangla, Hindi, Harayanvi, Marwari
* Address : Village Post – Toliyasar ,Via – Shri Dungargarh,

 Dist. – Bikaner(Rajasthan)

 Date :

Place : Ahmadabad  **(B.S. Rajpurohit)**