

CURRICULAM-VITAE

BHERU SINGH RAJPUT

14, Neemuch mata Scheme near old water tank (dewali) Udaipur (Raj.) - 313001

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Career Objective:

Intend to build a career with leading corporate of hi- tech environment with committed & dedicated people, which will help me to explore myself and realize my potential. Willing to work as a key player in challenging & creative environment

Specialization:

Human Resource & computer work or field work.

Academic Qualification:

- **Graduation:**
B com graduation
JRV University, Udaipur
- **Intermediate:**
Jyoti senior, secondary school, Udaipur.
- **Matriculation :**
Fathe Senior secondary school, (Udaipur).

Computer Skills:

- Windows 98, 2000, XP.
- Good Knowledge of MS Office (Word, Excel & Power-point)
- Internet, Local area network
- Diploma in computer application from IICT, Udaipur.

EDUCATION QUALIFICATION

Qualification	Year of passing	Result	Board/Univercity
Secondary	2007	50 %	Ajmer Board, Rajasthan
Senior Secondary	2009	50 %	Ajmer Board, Rajasthan
B. com	2012	70 %	JRN vidyapeeth college, Udaipur

Work Experience

Worked as computer operator at Hingad Diagnostic Centre Udaipur, from 1 Oct 2009 to 2012.
Worked as field work at Hingad diagnostic Centre, Udaipur, from January to 2010 to Nov 2012.
Worked as under CA office and office assistant with field work.

Worked as Nexon paints ltd As a WH incharge & accounts department Udaipur depot (Jan 2013 to july2014)

Worked as Acro Paints Ltd as a Accounts & Billing Department and Depot In charge till date

Job Description

My work Responsibility in Acro paints ltd

- 1. Direct warehousing activities for commercial or industrial establishment**
- 2 Establish operational procedures for activities, like verification of incoming and outgoing shipments, handling disposition of materials and keeping warehouse inventory current**
- 3. Inspect physical condition of warehouse & work order.**
- 4. Confer with department heads to make sure coordination of warehouse activities with such activities as production, sales, records control, and purchasing**
- 5. Screen and hires warehouse personnel issues work assignments**
- 6. Direct salvage of damaged or used material**
- 7. Managements Party Order billings ,ladger, payment flowup. Oder indent, Party communication, ,Lignning to Local & Others Transporters**
- 8. Company bank reconciliation with company account system manage bank balance**
- 9. I have work to Company billing ERP software**

Hobbies:

- Listening Music.
- Travelling

Competencies:

- Fast learner. Adapt well to changes and pressures in workplace.
- Work effectively with diverse groups of people.
- Friendly with an upbeat attitude.
- Able to relocate anywhere.
- Sincere with a high level of integrity.

Personal Information:

Name : Bheru Singh Rajput
Father's Name : Udai Singh Rajput
Date of Birth : 30 Sep 1989
Sex : Male
Marital Status : Married
Language Known : English & Hindi
Permanent Address : 14,Neemuch mata schkim near old water tank
(Dewali)
Personal Skills : Ability to handle varied assignments

I hereby declare that all the above information furnished here are true to the best of my knowledge and belief.

Place: Udaipur

(BHERU SINGH RAJPUT)