

CURRICULUM VITAE

Mukesh Saini

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Objectives:

To obtain challenging and rewarding full time position in Accounting & Managing Office Activities with growth and learning opportunities in supportive, challenging work environment that would take advantage of my job experience.

Summary of Experience:

- 7 years of Accounting experience as a Depot Coordinator/Accountant and responsible for manage office activity and support to Staff for manage Products & payment of dealers of B.K. Birla Group of Companies **BIRLA TYRES VKI** (Jaipur).
- Working on **SAP, NAVISION & BUSINESS CENTRAL** accounting system for banking, goods & dealers payment manage.
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Educational Qualification:

School	: Secondary From Rajasthan Board Of Ajmer
	: Sr. Secondary From Rajasthan Board Of Ajmer
College	: B.A. from Rajasthan University of Jaipur

Technical Qualification:

Diploma	: 1 Years Diploma Course in Computer Accounting
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Professional Experience:

Organization	: BIRLA TYRES
Designation	: Depot Coordinator/Accountant
Period	: Jun.-2013 to Dec.-2020.

Organization	: YOKOHAMA OFF HIGHWAY TYRES
Designation	: Depot Incharge
Period	: Jan.-2021 to Till Date.

Responsibilities:

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- Managing office activity..
- Support for office staff problem issues.
- Regular follow up with Dealers for due payment & requirement.
- Managing Dealers Payment of Due date & office activities.
- To motivate and mentor channel partners to achieve better productivity.
- Managing day to day depot accounts & given to better services of dealers.
- Regularly Planning of goods quantity maintain in depot.
- Maintain Stock of Tyres & forward requirement to concern authority.

Key Activities:

- Responsible for planning, maintaining and supporting office & sales.
- Close planning with channels through interpersonal skills to penetrate market in an effective way.
- Work effectively with diverse groups of people.
- Achievement oriented with positive attitude
- Good public relation & good leadership quality.

PERSONAL DETAILS:

Father Name	:	Mr. Kalu Ram Saini
Date of Birth	:	01-07-1989
Marital Status	:	Married.
Present Address	:	Plot No 288, Pawanpuri, Benad Road Jaipur (Raj.).
Permanent Address	:	Vill. Deeppura, Teh. Udaipurwati Dist. Jhunjhunu (Raj.)

Date: **07.08.2024**

Place: Jaipur

[Mukesh Saini]