

Rajni Rawat

Account/Billing Assistant

Personal Info

Address

H. No. 486- A, Anna Nagar,
Govindpura, BHEL Bhopal,
MP- 462023

Father's Name

Sh. Dashrath Rawat

Date of Birth

24-Dec-1993

Gender

Female

What's-up / Mobile No

6263931889

Email ID

RajniRawat468@gmail.com

Skills

Customer Interaction

Billing Process

Inventory Management

Office Management

Sales Analysis

Communication Skills

Software Known

Microsoft Office



Very Good

Office Billing Software



Excellent

Office Inventory Software



Excellent

Tally Software



Very Good

Languages Known

Hindi



Excellent

English

Intermediate

Career Objective

To give my best to energetic and dedicated front desk professional with 6+ years' Experience in Accountant Assistant, Admin Assistant & Billing Assistant well – versed in anticipation and determining visitor's needs and fulfilling them appropriately. And I want to do my work in accordance time.

Experience

Sep-2016 Accounts / Billing Assistant

Present Keith Electronics Pvt Ltd.

- Accurate processed Customer transactions & preparing cash flows.
- Record Customer Order & ensuring each & every request is fulfilled.
- Identify customer issues/compliant and take necessary action.
- Collecting account and GST Billing processing information from the clients.
- Resolving disputes in billing and solving customer complaints.
- Monitoring and processing of monthly payments.
- Validating Late Payment Fee for the Customer
- Provided services to the customers and researched about the client's needs.
- Provide general office duties to support team.
- Generate Estimate for Equipment as per detail received from Backend Support Team.
- Billing Submission to Commercial Team after getting acknowledged from Customer end.
- Update to Sales Team for Stock detail as per customer requirement

Mar-2014 Account Assistant

Aug-2016 Rapid Power System.

- Create Report for Senior Management as per dealing with Vendor
- Draft Vendor Invoice as per supply & Process incoming customer payment
- Manage all documentation and reports generation for accounting staff.
- Coordination of approval for Vendor payment.
- Provide clerical support to accounting staff.

01 Year Srishti Tour & Travels

Progressive experience in performing in Account Management, Purchasing, Billing, and Customer Handling Ext.

01 Year Eureka Fobs Service Centre

Progressive experience in performing front desk management.

Education

2015-2017 Master of Business Analysis (HR)

University: Barktulla University, Bhopal

Division: First Division

2012-2015 Bachelor of Commerce

University: Barktulla University, Bhopal

Division: First Division

2012 **10th (Metric)**
University/Board: MP Board, Bhopal
Division: Second Division

2010 **12th (Intermediate - Commerce)**
University/Board: MP Board, Bhopal
Division: Second Division

Computer Diploma

Other Qualification

Diploma in Computer Application (DCA) Passed in MCNU.

Other Skills

Other Knowledge

Basic Knowledge of Computer.
English & Hindi Typing.
Basic Knowledge of SAP.

Hobbies

Personal Hobbies

Reading Books.
Listening Music.
Bike Riding.
Horse Riding.
Visit to New Places

Declaration

I hereby declare that all the details mentioned above are correct to the best of my knowledge and belief.

Signature

(Rajni Rawat)