

# RESUME

## **KANHAIYA LAL JATAV**

319, Mansarovar Nagar, Jatkhedi,

Bagmugaliya- 462043 M.P, India.

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## **CAREER FOCUS**

I look forward to a very challenging Executive position in Administration & IT, where I can use my skills in the best possible way for achieving the company's goals.

## **EXECUTIVE SUMMARY**

I am an amiable, flexible, astute & conscientious all-rounder to apply the first-class communication and administrative skills. I have successfully completed **my Bachelor of Commerce** from Barkatullah University. Then After one year course of **Advance Diploma in Computer Application (ADCA)** from Sarva Computer Saksharat Mission under Govt. of N.C.T, New Delhi. Then One Year Diploma **in Hardware & Networking Eng.** From RectsInfoTech, Delhi. I embarked on a new journey where I had the privilege to work for DK CONSTRUCTION for 2 years as Office Asst. Currently I am working with SHREEJI INFRASTRUCTURE INDIA PVT. LTD. as Office Assistant/Store. An individual who possesses a considerable amount of knowledge regarding administrative & office procedures. Well organized, well presented and an excellent team player. Comfortable interacting with all levels of the organization. Ability to anticipate needs, take ownership and excel in a team environment.

## **KYE SKILLS :-**

### **AREA OF EXPERTISE :**

- Administrative Skills
- IT Skills
- Office Management
- Customer Service

### **IT SKILLS :**

1. **MS Office and Internet.**
2. Basic programming and designing skills.
3. Knowledge of computer networking and hardware.
4. Web Tools / Designing.
5. Knowledge of Multimedia Systems.
6. Content development and development of reports and manuals.
7. **Competent to use various online software**

### **ADMINISTRATIVE ABILITIES**

- Maintaining an electronic and hard copy filing system.
- **Good knowledge of Microsoft Word, Excel and PowerPoint.**
- **Hindi & English Typing with aprox. 14000 Key Word Depression per Hour.**
- Resolving administrative problems.
- Recovery of Payment from customer.
- Solve Customers queries and complaints.

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## WORK EXPERIENCE

**SHREEJI INFRASTRUCTURE INDIA PVT. LTD., Bhopal,**  
A-4, EMERALD PARKCITY, BAGSEWANIA, BHOPAL (M.P)

**From MAY 2019 TO TILL DATE**  
**Office Assistant/ Store Incharge**

### **Duties:-**

- Assist Purchase Officer for indent/Requirement.
  - Collect daily Goods Report from all site.
  - Daily Material Report in software.
  - Maintain Stock level in Software.
  - Provide report to purchase manager of Stock Level.
  - Follow-up Material requisition to Purchase Department.
  - Visit Sites to ensure Physical Stock as per Software report.
  - Daily Banking Activities
  - Provided multi-leveled administrative support.
  - Prepare and review Daily activity reports for the Senior Management Team.
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**BHOJPAL BUILDERS & DEVELOPERS Pvt. Ltd, Bhopal, (A Real Estate Company)**  
Add:-93-94, R.K. Tower Zone-2, MP Nagar, Bhopal

**From July 2013- Mar-2019**  
**Administrative Officer/ Back Office Executive/ Asst. Manager**

### **Duties:-**

- Process customer file from **Booking to Possession level.**
  - Assist to Manager for **Bank Finance of Customers.**
  - Follow up with customer to ensure that the payments are made timely- Recovery of payment.
  - Ensuring speedy resolution of **customer queries**, to maximize customer satisfaction level.
  - Handle escalated customer complaints / quires generated via phone calls, emails, walk ins.
  - Solve customer queries.
  - **Informs and updates customer - of the project status.**
  - Resolves post – sales customer queries.
  - Prepare Presentation on Power Point.
  - Create all type of Lists- Recovery, Collection, Payment of customer & etc.
  - **Compile and update customer document in Hindi & English** - Allotments Letters, NOCs & All Documents.
  - RERA WORKS: REGISTRATION, COURT CASE, RETURNS, ETC.
  - Maintaining an **electronic and hard copy filing system.**
  - In the absence of Accountant, **Manage Accounts** Department **also.**
  - Handle End to End Administration Duties
  - Provided multi-leveled administrative support.
  - Prepare and review Daily activity reports for the Senior Management Team.
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**DHL INFRABULLS INT. PVT. LTD.- (An International Real Estate Company)**

Add:-Mansarovar Complex, 7 No. Stop, Bhopal

**From July 2012 to Aug. - 2013**

**Business Development Officer**

**Duties:-**

- Prospecting, Calling, Inviting for Customer.
  - Prepare Daily New Prospectus List.
  - Door to Door Marketing.
  - Prospecting at Public Palace for generate New List of Customer.
  - Managed client and visitor
  - Managed Customer Dealing after Site Visit.
  - Managed Team & Team Building
  - Review Daily activity reports from our team.
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**DK CONSTRUCTION- (An Real Estate Company)**

Add:-PanditDeenDayalParisar , Near BJP Office, 7 No. Stop, Bhopal

**From Jun 2010- June 2013**

**Back Office& Office Assistant**

**Duties:**

- **Compile and update customer document in Hindi & English-** Allotments Letters, NOCs & All Customer and Office Documents.
  - Create all type of Lists- Recovery, Collection, Payment of customer & etc.
  - Maintaining an **electronic and hard copy filing system.**
  - Handle End to End Administration Duties
  - Recovery of Payment from customers
  - Provided multi-leveled administrative support.
  - Managed client and visitor
  - Researched payment issues.
  - Prepare and review Daily activity reports for the Senior Management Team.
  - Look after Office supplies, stationary, Business card& etc.
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**KASHISH INFOTECH**

**(An Firm Working In IT sector for Maintain Computer &Networking) From Sep 2009-April 2010**

**Duties:**

- Computer Hardware & Networking Engineering
  - Networking Management
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**PART TIME WORK after Office Timing (SELF EMPLOYMENT) :-  
from April 2010 to till date  
(Door to Door Services Regarding Computer Maintenance)**

- Troubleshooting Hardware Problems.
  - Troubleshooting Networking Problems.
  - Installing Software.
  - Troubleshooting software errors.
  - Gets Complaints for Computer Maintenance from customers.
  - Gets calls from customers to resolve computer problems regarding Hardware & Software.
  - Troubleshooting the internet problems of customers.
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Look after

**QUALIFICATION DETAILS**

- **10th From JNV Raisen-CBSE-2005- 63.40%**
- **12th From JNV-Hoshangabad-CBSE-2007- 76.30%**
- **B.Com** From Barkatullah University, Bhopal, India in 14 June 2011 With 49.86%
- One Year **Advance Diploma in Computer Application** From Sarva Computer Saksharat Mission under Govt of N.C.T New Delhi Bhopal, India in 2008 with 73%
- **Tally** from Sarva Computer Saksharat Mission under Govt of N.C.T New Delhi, India in 2008
- **Computer Hardware & Networking Eng.** From Sarva Computer Saksharat Mission under Govt

of N.C.T New Delhi– 2009

**PERSONAL DETAILS**

Fathers Name:- Mr. Lala Ram Jatav  
DOB: April 02,1989  
Nationality: Indian

I hereby declare that the above information is true to the best of my knowledge and belief.

Date: 18/09/2018  
Place: Bhopal, India.

KANHAIYA LAL JATAV