

CURRICULUM VITAE

ARVIND AGRAWAL

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Career Objective

To associate with an organization which progresses dynamically and give me a chance to update my knowledge and enhance my skills and be a part of the team that excels in work and towards the growth of the organization and gives me satisfaction thereof.

Professional Skills

- Expertise in Accounting Work in order to run a profitable entity,
- Manpower Management & Recruitment
- Expertise in Work Shop Management,
- Expertise in Body Shop Maintenance Management,
- Coordinates automotive repair and maintenance services to obtain maximum utilization of automotive equipment,
- Coordinates activities of operational performance, operational safety and compliance,
- Supervisory responsibilities in accordance with the organization's policies,
- Familiar with the parts and procedures on how automobiles run,
- Marketing knowledge to build a solid clientele,

Academic Qualification

- Bachelor of Commerce from Mohan Lal Sukhadia University (MLSU), Chittorgarh (Rajasthan) in 1984
- Senior Secondary from Rajasthan Board of Secondary Education (RBSE) in 1981
- Secondary from Rajasthan Board of Secondary Education (RBSE) in 1979

Computer Skills

- **BUSY Business Accounting Software,**
- **MARG Business Accounting Software,**
- **TALLY Business Accounting Software ,**
- **MS Office, MS Excel, MS PowerPoint, Internet etc.**

Professional Experience Overview

I got the pleasure to served both self-employed business and corporate through my expertise.

The total *Corporate Experience* can be summarized as:

S. No.	Organization Served	Designation Held	Duration
01.	Raj Group Of Industry Udaipur	Accountant	April 2017 to Till Date
02.	Baba Saheb Group Udaipur	Accountant	May 2016 to March 2017
03.	S.R.Landsquare Pvt Ltd. Bulider Udaipur	Part Time Accountant	May 2016 to Till Date
04.	Anandilal Lalpuria Jaipur AA Class Contractor (Construction Work) Jaipur / Udaipur	Manager/Accountant & Site In-charge	Oct 2014 to April 2016
05.	M/s Arihant Tyre Plaza, (Bridgestone Tyre Select Shop) Udaipur	Partnership	March 2011 to Sep 2014
06.	M/s Royale Hyundai, Udaipur (Authorized Hyundai Car Dealer)	Body Shop Manager	March 2010 To Feb 2011

07.	M/s Lotus Motors, Chandigarh (Authorized Tata Car Dealer)	Work Shop Manager	Jan'2009 To Feb'2010
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The total *Self-employed* data can be summarized as:

S. No.	Self-Employed	Ownership Profile	Duration
01.	Hotel-Restaurant & Sweet Shop (Chittorgarh,Delhi)	Proprietorship	1993-2008
02.	Logistic Supply Management (Chittorgarh)	Proprietorship	1984-1993
03.	Industry (Stone Crashing Plant) (Chittorgarh)	Proprietorship	1984-1993
04.	TVS Two Wheeler (Sub Dealer) (Chittorgarh)	Proprietorship	1984-1993

Key Deliverables

- Checking of floor works to be done properly,
- Checking of sub-ordinate while opening job cards for accidental services,
- Checking and Supervision of body shop and accidental claim,
- Checking and Supervision of billing of voucher and operating DMS,
- Maintaining daily report to analyze employees' performance and their productivity,
- Analyzing and Monitoring customer care,
- Vendor Management and General Office Administration,
- Coordinating with the team for their excellence performance,
- Maintaining proper record of warranty claims and insurance claims,

Professional Proficiency

- Attended training program conducted by Hyundai Motors India Ltd. at New Delhi.
- Attended “Hyundai Body Shop Manager Program” for the guideline for professional Body Shop Manager.

Strengths

- **Business-savvy personality,**
- **Excellent Managerial & Supervisory Skills,**
- **Positive & Winning Attitude,**
- **Strong sense of responsibility, obedience and discipline,**
- **Eager to learn new concepts,**
- **Able to work calmly under pressure,**
- **Good in communication and presentation skills,**
- **Committed towards my work,**
- **Self-motivator**

Hobbies

- **Net Surfing,**
- **Car Driving,**
- **Listening Music,**
- **Social Welfare Activities,**

Personal Profile

Date of Birth: 02nd October’1965

Father’s Name: Late Shri S C Aggarwal

Marital Status: Married

License: Driving License LMV, HMV & Transport Vehicle

Languages Proficiency: Hindi, Rajasthani & English

Permanent Address: Flat No. 704, Capital Tower, 100 ft. Main Road,
Sector-14 Hiren Magri, Nr. CA Circle, Udaipur

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for correctness of above mentioned particulars.

Place: Udaipur

Date: 06/02/2020

Arvind Agrawal