**Resume**

# **Gaurav Sabharwal**

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**Address: WZ-85A Dayal Sir Colony**

**Uttam Nagar** ,**New delhi-59**

**Job Objective**

Intend to build a career with a leading competitive environment with commitment& dedication to people which will help to explore and realize my potential. Willing to work as a key player in challenging & creative environment.

**Educational Qualification**

* Graduation from DELHI UNIVERSITY in B.com( Hons.) Major Commerce with 73.8%
* 12th from CBSE board with 83.8%
* 10th from CBSE board with 80.8%

**Experience:**

* **Working as a office assistant in Richa & co. from 7 years and 2 months.**
* Handling routine office works & maintain office decorum
* Checking mails and replying to mails.
* Drafting of letter and taking dictations from general manager.
* Work on customized software designed by the company.
* Handling the stationery and maintain stock
* Handling the visitors& incoming /outgoing calls.
* Do the other work as assigned by our Manager.
* Maintain & update records of company transactions.
* Update the Manual registers and do the entries for payment received.
* Co-ordinate with the staff
* Checking the bills of the staff and make their payment.
* Handling the export documentation , Drawback ,EBRC,EP copy related work.
* Preparing payment letters for releasing EBRC.
* **Worked as a Office assistant with Kirloskar Toyoda Textile Machinery Pvt. Ltd. for 1 year.**
* Handling routine office works & maintain office decorum
* Checking mails and replying to mails.
* Handling petty cash
* Preparing vouchers- cash & bank statements
* Preparing expense statement at every 15 days.
* Preparing weekly report every Saturday, budget variance report & Marketing report every month
* Maintain & update records of company transactions.
* Update spares parts dispatch & payment received report
* Receive couriers and preparing company letters.
* Preparing and maintaining files of every customer and their transactions
* Withdraw of money from bank and deposit in bank. Perform bank related transactions.
* Act as a personal secretary to general manager.
* Preparing daily engineer report , coordinate with them & depositing bills on time.
* Keeping record of attendance by maintaining attendance details and register.

**Personal details**

Name : Gaurav Sabharwal

Father name : Shri prem paul sabharwal

Date of birth : 28 december 1988

Gender : Male

Maritial status : Single

Nationality : Indian

Language’s known : English & Hindi

Hobby : Playing cricket, Practising yoga etc.

Date:

Place: sign: