

Arunendra Kumar Mishra

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OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.

EXPERIENCE

- Barco Electronic Systems Pvt Ltd (Delhi)** 2004 - 2005
Store Incharge
 1. Handling Material Inward/Outward.
 2. Maintenance of Material.
 3. Arrangement of Material.
 4. Material Requisition.
 5. Section Marking.
 6. Material Cotegerize.
- Unique Computer System** June-2008 - Dec-2008
Event Manager & Part Time Teacher
 1. Planning Of type of Event
 2. Selection of zadzes, guest, & tyup.
 3. Decesion Of price distribution.
 4. Visit School & College's.
 5. Fund Planning etc.
 6. As Part time Teacher teach to student Computer Fundamental Course.
- B.R. Goyal Infrastructure Ltd.** May-2011 - Till Date
Account Executive Cum Office Administration
 1. Maintaining Daily Progress Report Entry.
 2. Debtors/ Creditors.
 3. Balance Sheet
 4. Profit & Loss Of Company.
 5. Coordinate with Customer & vendors
 6. Providing Resources to all staff.
 7. Regulating New Rules and Regulations.
 8. Arrangement of stationery.
 9. Handling Cash Payment.

EDUCATION

- DAVV Indore (Swami Vivekanand College of Management)**
2009-2011
MBA DUAL CORE (Finance + Marketing)
2nd
- Rajiv Gandhi Institute of Computer Excellence Satna (M.P.)**
2006-2009
BCA (Bachelor of Computer Application)
1st
- M.P. Board Bhopal**
2003-2004
Higher Secondary
1st
- M.P. Board Bhopal**
2001-2002
High School
2nd

SKILLS

- Sales
- Team Building

Decision Making
Bargaining Capability
Computer Skills Like: Word, Excel, PPP, Internet, Tally Erp-9 etc.

PROJECTS

Hospital Management

Minor Project Development (Software Development using Java, VB.Net, HTML etc.

Consumer Switching Behavior in Cellular Services

Survey of Consumer, using Multiple tools, and business Communication.

LANGUAGE

1. Hindi -(Read, Write, Speak)
 2. English- (Read, Write, Speak)
 3. Programming Languages :- Java, C, C++, Advance-c, VB.Net, ASP.Net, HTML, RDBMS etc.
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INTERESTS

Creatives Market Research
Inspirational Movie, Episode
Listening Music

DECLARATION

All the information mentioned in the resume are correct to the best of my knowledge and believe. I hereby declare that above-mentioned information is correct to the best of my knowledge and belief. I solemnly declare that all the above furnished information is free from error to the best of my knowledge and belief.



ARUNENDRA KUMAR MISHRA