

To

Sub: Application for the Job.

Respected Sir,

I introduce my self as a M.Com & working of a manufacturing Company from last Ten year. Looking forward to a suitable job in your organization I know that you employ huge staff, So I presume that your company always ready to increase it whenever a suitable person presents apply for the same.

I would like to put my candidature for your kind perusal. I feel, I have necessary qualification and training experience that is required for the said job. The content of my resume shall further vouch my ability to work efficiently and transit my job responsibility.

The kind of work that company is engaged in has particularly interested me and I welcome especially the opportunity it offers me gain market expertise, in the end. I would like to state that I enjoy the challenge of new situations and derive pleasure from improving my ability.

Hope, to be granted an opportunity where can put my qualification and ability to increase productivity of company.

Waiting for your reply!

Enclosure: Resume

Yours Faithfully

Jai Singh Solanki

RESUME

Jai Singh Solanki
H.no 176, Near Railway Gate,
Khempura Udaipur (Raj) 313001.
Mob No:-(9461807369)

JOB OBJECTIVE

Seeking an environment for utilizing my skills and have strong desire to contribute for the progress of organization with sincere commitment and continue the process of learning.

ACADEMIC QUALIFICATION

B.Com:- In 2011 from M.L.S.U University, Udaipur (Raj.)

M.Com: In 2013 from M L S U University, Udaipur (Raj.)

COMPUTER QUALIFICATION

- Diploma in Computer Application from ICA – Udaipur.

WORKING EXPERIENCE & SKILLS

- Currently working with LIPI DATA SYSTEM LTD, as a Commercial Executive since 21th July 2008.

Lipi Data System Ltd: A leading Company (ISO 9001 & ISO 14001) under Singhal Group with annual turnover of Rs 300 crores and more than 120 branches having its head office at Nariman Point , Mumbai. The Company is engaged in manufacturing in of line matrix, Dot matrix printers & consumables, trading of other printer (Brother HL series Laser Printer & Banking products like ATM machines & Note counting machines) & providing direct support to the customer across the country. The all India commercial activities are handled from Udaipur.

JOB PROFILE

- All India AMC (Annual Maintenance Contract)
- Accounting & Outstanding
- Security Deposit
- Bank Guarantee Monitoring.
- TDS Certificate off All over India
- Incentive Calculation of Services Engineers of all branches across in country.
- Monthly MIS Reports to Business Manager.
- All India Pending Contract Follow up.

Look After day to day commercial affairs of company in Amc Department.

Reporting to:- Account Manager.

COMPUTER SKILLS

- Operating Systems: Dos, Win -95, Win-98, Win-2000, Win-Xp.
- Software: MS office, (Word, Excel, Power Point), Tally Power Point, Fact, Busy, ROC, Power Builder, Oracle Package & Internet.

PERSONAL SKILLS

- Target Achievement within Time Limited.
- Can perform & work Under pressure.

LANGAUAGE

- Hindi
- English
- Regional Language

MARITAL STATUS

- Married

Date

Place