

PUSHKAR SINGH BISHT

Ardee City, Sector -52, Gurgaon -122001

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CURRICULUM VITAE

OBJECTIVE:

To achieve a responsible and challenging position in the organization that will allow me to explore my capabilities, skills and sense of dedication towards my duties with sole aim of the progress of the organization.

ACADEMIC QUALIFICATION

- M.com from Kumau University Nanital, Uttarakhand (Perusing)
- B.com From Kumau University Nanital, Uttarakhand, in 2014

TECHNICAL QUALIFICATION:

- Diploma in Computer Financial Account/Fundamental from PICT From Noida (U.P.)
- Diploma in Computer Hardware & Networking) from Hiltron, (Uttarakhand)

COMPUTER PROFICIENCY:

Software Packages: MS Navision, Tally ERP 9,

PROFESSIONAL EXPERIENCE:

Working with **Supertron Electronics Pvt. Ltd.**, at Gurgaon (Haryana) (March 2016 – Till Date) As **Sr. Customer Service & Back office Support**

Job Profile:-

- Debtors, Credit Note & Debit Note,
- Handling PDC, Purchase, Branch Transfer.
- Handling Customers Dealing
- Handling the Customers callings and short out the issues with team/Vendors.
- All Responsibility related to Service
- Payment Follow up with Partners.
- Mailing and address the issues with team
- Generating E- invoices
- DL DOA cases follow up with Dell Team.
- Maintain the reports.
- Operations like maintain inventory, prepare all document for dispatching the material, E-Waybill.

Working with **Kleeto – Next Gen Paper Solution Pvt Ltd.**, at Gurgaon (Haryana)) (February 2015 – February 2016) As **a Data Entry.**

Job Profile:-

- Prepares the excel sheet
- May assist in report development and analyzing data
- Scan documents and print Files when needed
- Handling the documents Report

INTEREST AND HOBBIES:

Listening Music,
Travelling

PERSONAL DETAILS

Father's Name	:	Mr. Balwant Singh Bisht
Date of Birth	:	14 th July 1994
Languages Known	:	English, Hindi.
Marital Status	:	Unmarried
Nationality	:	Indian
Permanent Address	:	Uttarakhand

DECLARATION:

I hereby declare that the information is truth and correct to the best of my knowledge in belief, I am working with honest faithful.

Date

Place:

(PUSHKAR SINGH BISHT)