

RESUME

GAJENDRA MANI DAHIYA

Mobile: 9131404739,

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Ward No. 37 Dilaura Near Winners

School Maihar Bypass Road

Satna (M.P.) – 485001

OBJECTIVE:

- To be at a position in a result-oriented company that seeks an ambitious and career conscious person where acquired skills and decision-making abilities utilized towards continuous growth and advancement of the organization.

HIGHEST QUALIFICATION:

- Degree in Master of Commerce from G.S College of Commerce & Economics Jabalpur (M.P.)

PROFESSIONAL EXPERIENCE:

- ❖ Basic Knowledge of Computer – MS Word, MS Excel, DOS
- ❖ Knowledge of Software - GINESYS (V.11), MARG(Software), IFS PROD-8
- ❖ Knowledge of Account - Maintain cash counter & Account in MANYAVAR Showroom.
- ❖ Knowledge of Revenue – Make an Account Revenue Report in Excel.
- ❖ Knowledge of Sales – 1 Year Job Experience in Axis Bank as A Role of Business Development Executive,
- ❖ Knowledge of Store – Handling Store all type of petrol services spare with engineer all data detail at GVR India PVT LTD.

WORKING EXPERIENCE:

- ❖ Two Year Experience as a Store Manager & tallying cash counter at MANYAVAR Showroom Jabalpur,
- ❖ One Year working experience as a BDE in AXIS BANK Jabalpur,
- ❖ Four year working experience as a Store & Account Manager in MIDCO & GVR IND PVT LTD.
- ❖ Working experience handling as a team manager (ASM) minimum 30 person on another location & other District.

EXTRA QUALIFICATION:

- English Typing in computer
- All Type of Online Work.

ACADEMIC QUALIFICATION:

Exam	Institution	Board / University	Division
M.Com.	G.S College of Commerce & Economics Jabalpur (M.P.)	Rani Durgawati Vishwa- Vidyalaya, Jabalpur (M.P.)	II
B.Com.	G.S College of Commerce & Economics Jabalpur (M.P.)	Rani Durgawati Vishwa- Vidyalaya, Jabalpur (M.P.)	II
XII	APN School Sadar Cantt Jabalpur (M.P.)	M.P. Board, Bhopal	II
X	Govt.High School Bairahana Satna (M.P.)	M.P. Board, Bhopal	II

THE BUSINESS SKILLS:

AS CUSTOMER RELATION EXCIBITION

Preparing MIS reports for analysis & sending to HO
Preparing monthly review reports
Calculating store profitability monthly basis
Handling & allocating all security & Housekeeping staff
Handling customers complain and issues
Cash counter closing & cash tallying

STRENGTH:

- Ability to work in all the circumstances
- Assurance Power
- Team handling with self-responsibility.
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PERSONAL PARTICULARS:

Name : **Gajendra Mani Dahiya**
Father's Name : **Ram Kumar Dahiya**
Date of Birth : **26/09/1992**
Marital Status : **Married**
Languages Known : **Hindi & English**
Hobbies : **Listening Music**

DECLARATION

It is to declare that the above-mentioned information is true and best of my knowledge.

Place: Satna

(Gajendra Mani Dahiya)

Date: