**CURRICULUM VITAE**

**SHAILESH PRAJAPAT**

Village & Post - Tamtiya

Tehsil – Sagwara, Dist – Dungarpur (Raj.) Email: [shaileshprajapat90@gmail.com](mailto:shaileshprajapat90@gmail.com) Mobile: **+91-9587420970**

Date of Birth : Nov. 10. 1992 Nationality : Indian.

Visa details :

## WORK EXPERIENCE

Introducing my technical and logistics knowledge into dynamic corporate world as an ambitious Accounts operational attaining the organizational expectations and grow to challenging responsibilities with the organization reflecting my true potential.

**Yash Motors Obri (Dungarpur, Rajasthan)**

(April 2017 to March’18)

Designation: **Data Entry Operator .**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Prepares payments by verifying documentation, and requesting disbursements.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
* Looking after daily Petty Cash and follow up on outstanding payments of clients.
* Communicate effectively with clients, Contribute to a strong client relationship through positive interactions with client personnel.
* Support month-end and year-end close process

## KEY WORDS:-

Finance, Administration, Vender Management, Consultancy, Cash Handling, Relationship building and other related coordination activities

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**Vision Buildtech:-**

(April 2022 to March 2023)

Designation: **Architecture Draftsman**

* Experience In preparing AutoCAD Drafting for Constriction Projects.
* Operational knowledge Of Sketch up and 3dsMax AutoCAD.
* Familiarty With Digital Photography And Photo enhancement.
* Ability to Prepare Architectural Documents
* Coordinated with Engineers to develop Engineering Change Notices.
* Coordinated with constriction team to develop new CAD drafts.
* Maintained Documents of revised constractions details.

**EDUCATION**

* B. Com, passed in from Jyoti Vidyapeeth Women’s University Jaipur 2019

**TRAINING & CERTIFICATIONS**

* + - Pixart Multimedia Designing Institute in Ahmedabad
    - Cad Cam Experts Design Institute in Udaipur

**COMPUTER SKILLS**

 Operating System – Windows 2000 and Windows XP, Vista / Windows 10

 MS Office 2010 (MS Word processing, MS Excel spreadsheets and MS Power Point)

 Virus/malware scanning, Common keyboard commands & Basic hardware terminology

 Internet Concept & Browser Basics – (Search engines, Email, Downloading , Surfing)

**LANGUAGES**

English, Hindi & Guajarati

**PASSPORT & CIVIL ID DETAILS**

Passsport No. : **M4980704**

Date of Issue : December 29, 2014 Date of Expiry : December 28, 2024 Issued at : Jodhpur, Rajasthan

Shailesh Prajapat