



## **Deepak Bhargav**

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### **Objective**

**To work with an organization that will utilize my management, supervisory and administrative skills and mutual growth and success.**

### **Experience Details**

- 1. Currently working with Royal Oak International School as Data Entry Operator from December 2017 to till date.**

#### **Job Profile**

- **MIS Executive** - New Student Registration on MIS Students Issue SLC/TC for Dropout Students and Data Correction using Advance Excel.
- MIS Transition student to next class per year as per result Update student details as per documents.
- Education+ School software - New Student Registration Edit Student details as per parents requirement.
- Maintaining and editing school staff details. Download Management reports as per requirement Manage Timetable of teachers.
- Making report card of the students.
- Message alerts to the students and staff member like a holiday, circular and important notification.
- Letter typing to CBSE, District Education Officer and Block Education Officer CBSE - Correction Letter Typing for student's registration corrections.
- CBSE Result Download Of X and XII Board after Examination. Admit Card Download for Exam Preparation Circular and curriculum download from CBSE for students Examination.

- 2. Working with Shabana Export & Import as Data Entry Executive from July 2016 to August 2017**

#### **Job Profile**

- Responsible for maintain the records of office inventory.
- Purchase stitching material from market as per tailor requirement.
- Maintain Labour attendance report daily.
- Make Manually Payment voucher and pay Money as requirement.

- Vouchers Entry in Tally
- Bank Statement Entry In Tally
- Contact Local dealers online through Indiamart , Just dial& many more website and purchase material
- Maintain record of Incoming and outgoing courier and track them online.
- Record of timing of labour check in and out from office timing.
- Labor Working hours count using Ms Excel.

### **3. Working with Aartech Engineering System Pvt. Ltd. As Accounts Assistant from June 2015 to July 2016**

#### **Job Profile**

- Responsible for maintaining the records of office inventory.
- Distributing the stationary items as per requirement and keeping the record.
- Checking the availability of stationary and other required things and order for them.
- Maintaining the documents records.
- Responsible for office assets are in good condition.
- Responsible for mails.
- Vouchers Entry In Tally (Contra , Payment , Receipt , Journal , Sales & Purchase)
- Making of sales bills to the party.
- Responsible for maintaining accounting ledgers.
- Ledger Creation of Parties (Sundry Creditors & Debtors) in Tally.
- Maintenance of various entry like purchase entry, sales entry, journal entry, receipt entry, payment entry
- Local Purchase and Asset (Furniture and stationery purchase) entry in Tally
- Making Day Book for cash and Bank Transaction record in Excel
- Make Manually Payment voucher and pay Money as requirement.
- Responsible for handling the petty cash and keeping the record of daily cash expenses.
- Maintain record of labour attendance at sites as well as record of work performance on the site.
- Receive Incoming calls and transfer the call to desk as the dealer requirements.
- Maintain record and pay Electricity, telephone & Maintaince bill on time.
- Data Correction using Advance Excel (Vlookup & Hlookup)

#### **Education Qualification**

- Bachelor of Arts from Delhi University in year 2017.
- XII passed from CBSE Board in year 2014.
- X Passed from CBSE Board in year 2012.

## Key Skills

- Good Understanding of local Markets.
- Good Stamina.
- Team work.
- Can get work done from others easily.
- Hard Working and loyal.

## Hobbies

- Listening to new music
- Travelling new places
- Learn new things

## Personal Details

**Father Name:** Anil Bhargav  
**Date of Birth:** 20<sup>th</sup> December 1993  
**Sex:** Male  
**Nationality:** Indian  
**Present/Permanent Address:** C-70/5 1<sup>st</sup> Floor Street No. 3 Old Tezab Mill, Bhola  
Nath Nagar Shahdara Delhi-32  
**Language Known:** English, Hindi  
**Marital Status:** Single

## DECLARATION

I hereby declare that everything the matter furnished about it is true to the best of my knowledge and belief if given a chance will do my best for this organization.

**Date:**  
**Place:**

**Deepak Bhargav**