

Rajat Bhalla s/o Vinod Kumar

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Career Objective

Seeking an responsible post with growing oppourtunities in a reputeded organisation / company where I can utilize my skills.

Career Summary

- An innovative and unique thinker with excellent managing skills possesses 2 year rich experience as Petrol Pump Manager (HPSAHIL PETROLEUM) and 3 Years experience as Accountant In Jsv And Associates.
- Excellent capability of managing the operations of the Organisation/ Company.
- In depth knowledge of each job and supervising each department.
- Expertise in providing the best solution to the organization which give the bank /Company a new direction of development.
- Proficient in executing the programs using the limited resources.

Personal Qualities

- Exceptional motivational and leadership skills.
- Excellent communication skills in written and verbal both.
- Remarkable patience with reliability and responsibility.
- Ability to make a strong and healthy relation among the employees.

Key Responsibilities Handled

- Accounting ,Cash Handling, Gst ,Income Tax, TDS.
- Manage the plan and new schemes which are being introduced by the hpcl.
- Responsible for supervising the each department.
- Make work plan to ensure the quality services.
- Insure the satisfaction of customers.
- Train the new employees.
- Handle all the other responsibilities related to the job.

Computer Knowledge

- Excellent in basic use of computer.
- Proficient in working on MS office.
- Internet

Employers

- Working as Petrol Pump Manager in Sahil Petroleum(HP PETROL PUMP).
- Worked as Accountant In Jsv & Associates.

Academia

- Graduate from commerce.

Personal Details

Date of birth: 04/02/1996.

Languages Known: Hindi, English,Punjabi

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