**RESUME**

**Bharat Pandurang Raul**

C-303, Chandranagar,

L. B. S. Road, Bhandup (w)

Mumbai-400078.

Mob. No. : 9322475062/9220158898

Email ID: [raulbharat@gmail.com/](mailto:raulbharat@gmail.com/)

[bharat281976@rediffmail.com](mailto:bharat281976@rediffmail.com)

**CAREER OBJECTIVE**

To be a part of team which will help achieve organizational and individual goals and objectives in a result oriented company with a quality environment, where my ideas and skills can be shared, enriched and put to maximum use. I am easily motivated, confident, honest and dedicated to my job.

**ACADEMIC QUALIFICATION**

Passed **T. Y. B. Com**. from YCMOU University on May 2006

**WORK EXPERIENCE**

**Working with M/s ADMOBS (Ventura Digital Solutions LLP) as Executive Operations from 1st June 2018 till date.**

**Job Profile:**

* Preparing daily report on Excel Sheet.
* Preparing Master Sheet on Excel.
* Maintaining Refreshments & Stationery stock in Excel Sheet.
* Arranging internal Festival events.
* Outdoor Banking.
* Contacting Publishers, Advertisers for Payment collection.
* Maintaining Records & doing all filing work etc.
* Handling Office Admin Work related to stationery & other
* Greeting the guest & looking after their refreshments.
* Updating & follow up for computer ,Laptops & AC Amc.
* Looking after Amazon parcel packing & dispatching for Courier.
* Tracking couriers
* Other office admin & maintenance work
* Reporting to Accounts Department

**Worked with M/S Prime Placement as a Field Officer / Office Admin from Jan 2001 – Till Nov 2016**

**Responsibilities include:**

* Maintaining Records & doing all filing work etc.
* Looking After Banking Operations, Payment of Income Tax, Service Tax etc.
* Collecting Payments Due From Clients
* Handling Petty Cash and Vouching of Daily Journal Transactions
* Handling Office Admin Work related to stationery & other
* Routine Administration works include Staff Attendance, Electricals Maintenance,

Computer Maintenance, etc

* Preparing Salary Statement
* Follow up with companies & candidates.

**Worked with M/s Telebrands India Pvt Ltd as Field Officer** **from 1995-2000**

**Responsibilities:**

* Handling Petty Cash & Daily bank Activities
* Doing All Filing work etc.
* **Settlement of Hirer’s Loan by giving the Branch the amount to be collected**

**STRENGTHS:**

* Proficiency with MS-CIT & INTERNET
* Good communications skills
* Effective team player
* Flexible & quick learner

**PERSONAL PROFILE:**

Father’s Name : Pandurang Raul

Date of Birth : 28th Jan 1976

Marital Status : Married

Hobbies : **Listening music, Swimming**

(**Bharat P Raul**)