

RESUME

SKILLS

Gaurav Jasoria

30-03-1994
BIRTH

INDIAN
NATIONALITY



- PURCHASE / STOCK MAINTAINANCE.
- FILE HANDLING (EXCEL BASED).
- QUOTATION GENERATION AND E-MAILING.
- BILL GENERATIONS AND CLIENT-WISE MAINTAINANCE.
- TEAM WORK AND INTER-PERSONNEL COMMUNICATION.


CONTACT

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 A5A/278 Janak Puri,
New Delhi - 110058

 8860960559

SOFTWARE SKILLS

COMPUTER FUNDAMENTALS 

MS - OFFICE / OUTLOOK 

BARC - TELEVISION CHANNEL
RATING SOFTWARE 

MARG ACCOUNTING
SOFTWARE 

ERP ACCOUNTING
SOFTWARE 

EDUCATION

- 10th from CBSE in 2009
- 12th from CBSE in 2011
- B. A. from Delhi University
- Pursuing M.A. from IGNOU.

EXPERIENCE

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|----------------------|---|
| Dec. 2014-Jun.2015 | Worked in Burger King Pvt. Ltd. as Crew Member. |
| Jul. 2015-Aug. 2016 | Worked in Gautam Enterprises as Data Entry Operator. |
| Sept. 2016-Oct. 2017 | Worked with Vaa Movies as Program Scheduling Executive. |
| Nov. 2017-Aug. 2022 | Worked with SEL Manufacturing Co. Ltd. as Senior Assistant Purchase |
| Sept. 2022-Till date | Working with Aryan Care Pvt. Ltd. as Purchase Executive |