

# **RESUME**

## **NIRAJ KUMAR MISHRA**

Address: House no-447.4<sup>th</sup> floor, Block –  
F, Sec- 40 Gautama Buddha Nagar Noida  
Up 201301 Contact No. : (+91)  
7289982967

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Emailid-mniraj471@gmail.com

## **CAREER OBJECTIVES:**

To secure a challenging position in an organization where I can effectively contribute my skills and full potential as well as for the welfare and development of the organization.

## **EDUCATIONAL QUALIFICATION:**

- 10<sup>th</sup> From UNSK School Darbhanga Bihar 2010
- 12<sup>th</sup> From L.N.M.U. Darbhanga Bihar 2012
- B.com(Hons) From L.N.M.U. Darbhanga Bihar 2015

## **OTHER QUALIFICATION:**

- 6 Months diploma in computer application, Basic and MS office.

## **SKILLS**

- ERP 1,2,6, Basic GST
- MS(Office, Word, Excel,)
- Internet
- E-commerce(Flipkart, Meesho, Amazon, Indi Mart etc)
- Tally prime

## **Hotel**

- Front office manager

## **SBI**

- Sbi credit card spdc process(entry, audit, storage, and deposit)
- Sbi credit cards settlement process(letter generate, audit, storage, scanning)

- Sbi id cards process(warehouse to dispatch)
- Sbi id cards return process(entry and destroy expired cards)
- Sbimail handling

### **INDIAMART**

- Follow up (new deal and old deal)
- Pdc process(Pdc web erp entry, audit, scan, and storage)
- Pdc present date receipt generate web erp and deposit same day
- Pdc return process
- India mart mail handling

### **WORKEXPERIENCE**

- Three years worked as a FOM With Treebo The G8 Sec- 39 Gautama Buddha nagar Noida, Uttar Pradesh (Feb'2015-Nov'2019)
- Three years worked at SBI & INDIMART process Sanjay. K. Pathak & Associates as team leader. (Dec'2019-October'2022)
- Two years worked at Bhumika fashions pvt ltd (Reliabledata services Group ) handled ecommerce platform (Meesho, Flipkart, IndiaMart) (November'2022-September 2023)
- Seven month working as accountant JS company(HAIER) September 2023 - continue)

### **PERSONALDETAILS:**

☐ **Father'sName** : Sh. Sindhu Nath Mishra  
☐ **DateofBirth** : 28/02/1997  
☐ **Gender** : Male  
☐ **Language Known** : Hindi & English  
☐ **MaritalStatus** : Unmarried  
☐ **Nationality** : Indian  
☐ **Religion** : Hindu

### **DECLARATION:**

I hereby declare that all the information provided here is correct to the best of my knowledge and belief.

**Place: Delhi**

**Date:**

**(Niraj Kumar Mishra)**