

## **Amit Kumar Janghel**



### **ADDRESS FOR COMMUNICATION**

AMIT KUMAR JANGHEL  
S/O SHRI SHYAM LAL JANGHEL  
HOUSE NO 4021 NEAR JANGHEL  
HEALTH CLUB STREET, GUDHIYARI,  
RAIPUR (C.G)  
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Mob : 9575550405

### **CAREER OBJECTIVE**

Seeking a career opportunity with organization in the field of Finance, Cost & Accounts and to prove my potential by giving my best in the development of the company.

### **WORK EXPERIENCE (ABOVE 10 YEARS)**

- Exam Cell Assistant in the department of Exam Cell the ICFAI University, Raipur from 02.03.2020.

### **ADMINISTRATIVE RESPONSIBILITIES:-**

- Taking List of Eligible students for CT and End Semester Examinations & Time Table Making
- Seating Plan for students for CT and End Semester Examinations
- Preparation of Invigilator duty chart
- Attendance Roster of students for CT and End Semester Examinations
- Class room Arrangement for CT and End Semester Examinations
- Question papers & Answer Copy, arranging & Photo Copy of Question papers
- Answer Copy Collecting during Examinations
- Answer Copy Distributing after Examinations for checking via faculty.
- Answer Key Collecting and making Record
- Collecting Grade Sheets From Faculties.
- Modification in Grade Sheets if required.
- After completing Grade Sheet Collecting, presenting it in front of the result committee.
- Prepare Summary Sheet for Display of Result
- Making Grade Sheets of Students
- Grade Sheet Printing
- Transcript Preparation after completion of program
- Processing for printing of Transcript to Registrar

### **OTHER RESPONSIBILITIES**

- Letter Drop to CGPURC, Rajbhawan, Mantralaya
- Purchasing of Consumable items for the university.
- Caution money processing.
- Student file Management
- Other work which is provided by Management time to time.

➤ **Senior Management Associates in DB CORP LTD. ( Raipur) from 01.09.2013 to 28.02.2020.**

➤ **JOB RESPONSIBILITIES:-**

- Job Work Billing.
- Preparation of Job Work Report.
- Daily Invoice Accounting.
- Payment Request Memo.
- MIS.
- Party Reconciliation.
- Preparation of Stock Sheet.
- Budget of NP.
- NP MIS.
- Create Purchase Order Time To Time.
- Event And Branding Management.
- Create AMC for DG, AC & Electrical Panel.
- Gift Distribution and Record Maintenance.
- Scheduling of taxi for distribute newspaper.

**SOFTWARE EXPOSURE.**

- Microsoft Word, Power point, Excel, TALLY ERP-9 With GST.
- SAP (System Application Product), Version – MM module.

**QUALIFICATION**

S. No	Name of Examination	Board/University	Year of Passing
1	10 <sup>th</sup>	C. G. BOARD	2006
2	12 <sup>th</sup>	C. G. BOARD	2008
3	CG Typing Stenography Exam	C. G. BOARD	2010
4	B.Com	Pt. R.S.S.U(Raipur)	2011
5	PGDCA	Pt. R.S.S.U(Raipur)	2013
6	M.Com (Finance)	ISBM University (Gariyaband)	2021

**SPECIAL INTEREST**

Watching & Playing Cricket, Listening music.

## **COMPETENCE**

- Adaptable to changing work culture & environment
- Task oriented and able to work under defined work parameters.
- Ability to deal with people sensitively, willingness to learn, good grasping Power, interactive team worker & positive thinker

## **PERSONAL DETAILS**

- Father's Name : Mr. Shyam Lal Janghel
- Mother's Name : Smt. Anita Janghel
- Date of Birth : 19/09/1990
- Nationality : Indian
- Sex : Male
- Marital Status : Married
- Language known : Hindi, English, Chhattisgarhi.

**I confirm that the information provided by me is true to the best of my knowledge.**

**PLACE: Raipur**

**DATE:**



**(Amit Kumar Janghel)**