

Mukul Vashishtha

Office Administrator

Sarsawa Pin code:-247232

Saharanpur (U.P)

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CAREER PROFILE

An Office Administrator and Front office executive with over 7+ years of progressive experience in Finance, Accounting and office Administration. Experienced in **Data Entry Operation, Data Mgt, Office Administration, Front Office responsibilities, Basic Accounts, Inventory mgt, Invoice and documentation, Counseling, Accounts Handling**. Proven ability to function as a Office Administrator in different type of business and handled accounting as well as all the organizational data.

Creative and innovative thinker with effective Office Administration and goal setting abilities combined with Team work, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

PROFESSIONAL EXPERIENCE

Mahi Contractor & Associate Saharanpur (U.P)

Feb 2020 – Mar 2021

Account Assistance

Function as an **Account Assistance, responsible for managing Daily Account Books, maintaining Ledgers and proper filing of documents.**

- Prepared Ledgers and Journals both manually & electronically
- Prepared proper files containing sales, purchase, payments, receipts & other instruments & vouchers.
- Providing monthly reports to the Chartered Accountant of the company like sales & purchase reports, bank statements etc.
- Operate office equipment like personal computer, photocopiers, scanners etc.

Bala ji college of Law, Sorana (Sarsawa) U.P

Feb 2017 – Feb 2020

Clerk and Front-office Executive

Function as a **Clerk and Front-office Executive, responsible for Clerk and Front-office Executive Manages all in-coming calls.**

- Prepared letters and other correspondences
- Organizes all company records including communication and business documents.
- Collected information needed by the office staff or supervisors
- Operate office equipment like personal computer, photocopiers, scanners and voice mail systems.
- Answer telephone calls and takes messages

Accomplishments

- Established and maintained proper documentation and **processes invoices on time and reduce the rate of bad debts.**
- Implemented **Proper documentation policy to bring the transparency.**

UCO Banks Saharanpur (U.P)
Office Clerk

June 2013 –Jan 2017

*Directed and efficiently managed **the Accounting data, Machines and System and the Customer Support.***

- Process Customer Transactions.
- Answer Visitor Questions.
- Direct Customers to Bank Personnel.
- Maintain Customer and Financial Data.
- Support Cash Management Activities.
- Maintenance of Bank System and Machines.

EDUCATION

Jai Polytechnic– Diploma in CS
HSBTE, Kurukshetra Haryana

MGFM Inter College– Intermediate in PCM
U.K Board, Nainital

D.A.V High School- Matriculation
U.P Board, Allahabad

COMPUTER SKILLS

- Microsoft Office - Word, Excel, and PowerPoint
- Internet surfing
- Basic knowledge of computers and Networking
- Tally ERP 9, Tally Prime

PERSONAL INFORMATION

Name	: Mukul Vashishtha
Father's Name	: Mr.Kamlesh Chand Sharma
Date of Birth	: 08-12-1988
Marital Status	: Unmarried
Languages Known	: Hindi, English, and Punjabi
Nationality	: Indian