

CURRICULUM VITAE

**JANJEERA MEHRA**

*A- Ganesh Talkies, Shamshabad, Hyd, TS*

*Whatsapp/Call :+91-9617880117*

***[janjeera.official@gmail.com](mailto:janjeera.official@gmail.com)***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Objective:-**

Goal-oriented individual seeking a position as Team Lead with your company in order to apply leadership and management skills to motivate team members and increase productivity.

**Academic Qualifications:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **QUALIFICATION/FACULTY** | **UNIVERSITY/BOARD** | **MARKS IN %** | **PASSIGN YRS** |
| 1 | N.E.T. | From Rajasthan University | 72% | 2015 |
| 2 | M.PHIL | FROM Rajasthan University | 68% | 2014 |
| 3 | M.A. IN ECONOMICS | FROM JNU | 65% | 2013 |
| 4 | B.A. IN ECONOMICS | FROM Rajasthan University | 50% | 2010 |
| 5 | 12th | FROM BSER | 55% | 2007 |
| 6 | 10th | FROM BSER | 60% | 2005 |

**Professional Qualifications:-**

* **Advanced Excel** (Vlookup, Pivot Table, Chart, Sumif, Macros etc)
* **Tally ERP 9.0**
* **RS-CIT (**MS OFFICE & INTERNET)

**Manager and Leader Skills :-**

**1. Communication - Able** to clearly and succinctly explain to your employees everything from organizational goals to specific tasks.

**2. Motivation - Build employee self-esteem through recognition and rewards, or by giving employees new responsibilities to increase their investment in the company.**

**3. Delegating - Identify the skills of each of your employees, and assign duties to each employee based on his or her skill set.**

**4. Positivity - A positive attitude can go a long way in an office.**

**5. Trustworthiness - Employees need to be able to feel comfortable coming to their manager or leader with questions and concerns.**

**6. Creativity - As a leader, you have to make a number of decisions that do not have a clear answer; you therefore need to be able to think outside of the box.**

**7. Responsibility - A leader is responsible for both the successes and failures of his or her team. Therefore, you need to be willing to accept blame when something does not go correctly.**

**8. Flexibility - Mishaps and last-minute changes always occur at work. Leaders need to be flexible, accepting whatever changes come their way. Employees will appreciate your ability to accept changes in stride and creatively problem-solve.**

**9. Commitment - It is important for leaders to follow through with what they agree to do. You should be willing to put in the extra hours to complete an assignment; employees will see this commitment and follow your example.**

**10. Feedback - Leaders should constantly look for opportunities to deliver useful information to team members about their performance. However, there is a fine line between offering employees advice and assistance, and micromanaging.**

**11. Management - Team develop, Train and Management, Better Understand about company and products.**

**12. Productive - Believe in smart work and working productively. Bring the project towards 35% Annually growth.**

**13. MS Office - Having 10 yrs working in system, fluent in ms office.**

**14 Advanced Excel - 3 yrs working experience in XL formulas, vlookup, pivot table, countif, sum, substitute etc.**

**Work Experiences:-**

**1. Paschim Media Production & Events PVT LTD - 1 Year Working Experience as a TL Cum INCHARGE At Axis Bank Project, #29 Writer Information Management Service Pvt Ltd, Hyderabad 501218**

**Period \_ 1st Jan, 2017 - 31st Dec, 2017**

**Job Role & Responsibilities:-**

* Team Development, Training, Drive and Management.
* MIS preparation Daily, Monthly and Quarterly Basic.
* Monthly Attandance & Salary Slip Preparation.
* Monthly Billing & Invoice Raising.
* Handling the project independent.
* Identified and resolved all needed grievances.
* Performed all other tasks as assigned.

**2. ACN DIGITAL PVT LTD – 1 Year Working Experience** as **Asst Manager MIS** at 509,Shagun Sqaure, Vijay Nagar, **Indore** MP.

**Period \_ 1st Jan, 2016 - 31st Dec, 2016**

**Job Role & Responsibilities:-**

* Invstory & Management with 25 Station
* Cables Management(D.C. Line, Lease Line and Operator Wise)
* Inward/Outward Material (STB, REMOTE, NET CABLE, FEED)
* Receiving Billing / Commission Amt from all 25 stations.
* Payroll Salary & Pay slip Preparing for all 25 station's employees
* Daily expenses and advanced pay Report preparation.
* DCR report maintaining daily.

**3. ONDOOR CONCEPT P LTD – 1 Year Working Experience** as **STORE INCHARGE MIS** at 163, MP NAGAR ZONE-II, **BHOPAL** MP.

**Period \_ *1 Jan, 2015 - 31 Dec,2015***

**Job Role & Responsibilities:-**

* Mandi Purchase Inward (Fruits & vegetables).
* Grocery Purchase Inward (All type grocery items.Beverages, Cosmetics, TNT,Toiletries etc.)
* Outward Dispatched to market (Grocery & Mandi items).
* Purchase Grading A to B (Purchase Mandi Items).
* Ageed Grading A to B (Rack previous day Items )
* B- Ware House Selling & Maintaining software & excel sheet.
* Mandi Rate Analysis with previous as maintaining in excel.
* Preparation Mandi Purchase Order and Grocery Purchase Order
* Getting Passed Out To Inwarded Bills Mandi's and Grocery's

**4. CMS COMPUTERS P LTD** –**7 Years working experience** as  **CASHIER** at GANESH NAGAR-A, SODALA, **JAIPUR** RAJ.

**Period \_** 1st Jan 2008 - 31st Dec 2014

**Job Role & Responsibilities:-**

* Cashier profile as Cash Handling and Billing Operator.
* Data receiving and maintaining by software from portal daily.
* Data dispatch to govt. offices daily.
* Data maintaining by software and excel day by day.
* Data sent to server room for data updation.
* MIS Preparation & Data Reports Maintaining.
* Issue receipts, and update records for cancellation of orders and refunds.
* Identified and resolved all needed grievances.
* Performed all other tasks as assigned.

**PERSONAL DETAILS:-**

*Name : Janjeera Mehra*

*Father’s Name : Bharat Mehra*

*Date Of Birth : 03-01-1988*

*Marital Status : Un-Married*

*Language Known : Hindi & English.*

*Sports & Hobbies : Playing cricket & Reading books, listening music.*

**Declaration :** *I hereby declare that the information furnished above is true to the best of my knowledge.*

**References :** Available on request

**Date**  : 24/ 03/ 2018 **Signature**

**Location** : Hyderabad, TS. **Janjeera Mehra**