

RESUME

SHRIKANT S RAJGURU

Age : 30

DOB : 05/09/1991

Native : Aurangabad MS

CAREER OBJECTIVE:

To be part of organization, working with efficient manner and contribution maximum effort to organization for its growth and to get experience and knowledge.

WORK EXPERIENCE FROM 2012

- Currently working as co-ordinator & tour guide in **Piknik Tours Car Rental** Aurangabad Maharashtra 2015 to 2022.
- Worked with **Infosys BPO Pune** with Everything Everywhere Ltd (Project) as Sr. Account Assistant . 2012 to 2015
- Certification in French & English Language - understand, read , write , speak
- Good Knowledge of Indian Language understand Hindi , Marathi - read, write , speak
- Good Knowledge of Gujarati, Marwadi, Punjabi - Understand & speaks

As in Travel & Tourism .

- To keep clients record & provide them tour guidance & travel updates.
- To provide useful , necessary and important information about tour & places to clients .
- To maintain good relation between clients , agents , management's etc
- Tour Guide for the State of Maharashtra Aurangabad (Ajanta & Ellora) , Konkan, Goa, Rajasthan, Gujarat etc.
- Tour Guide & Client Co-ordinator.
- Comfortable to Travel.
- Ability to work in Groups and Individually.
- Good Communication & Explanation Skills

Accounts Payable (AP)

- Invoice process knowledge which includes PO & NON PO.
- Scanning and validation invoices.
- Handling vendors queries through Help Desk.
- Payment Run (Weekly & Monthly).
- Invoice , Debit Note, Credit Posting (Recording) and Payment Run Knowledge.

Accounts Receivable (AR)

- Billing Activity
- Validation of work order.
- Validating or checking the available of work order to bill the customer.
- Reconciliation of sales order to bill the customer for monthly billing at the end of month.

EDUCATIONAL QUALIFICATION:

| EXAM | BOARD | YEAR | CLASS |
|--------------------|-------------------|--------------------|--------------|
| Masters in Tourism | Dr. BAMU | 2018-2019 | Appearing |
| M.com | Dr. BAMU | APRIL 2014-2015 | First Class |
| B.com | Dr. BAMU | APRIL 2011 - 2012 | First Class |
| H.S.C | MAHARASHTRA BORAD | FEBRUARY 2008-2009 | Second class |
| S.S.C | MAHARASHTRA BOARD | MARCH 2006-2007 | Second class |
| TALLY | ALKA COMPUTER | FEB - 2010 | First class |
| MSCIT | MKCL | JULY -2010 | First class |
| SAP ACCOUNTS | INFOSYS | DEC -2012 | Worked on |
| FRENCH LANGAUGE | MGM - JENU | NOV-2022 | Persuing |
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Kind Regards,

Shrikant Rajguru.

