

AJAY SAHU

CONTACT



Jaipur, 302013



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SKILLS

- Self-Motivated Person
- Hard Working
- Accept the Challenges and always try to give the best.
- RS-CIT Certificate
- Advanced Knowledge
- Advance tally-Excel-Websites.
- Financial strategy developing
- Long-term strategic planning
- File and data retrieval systems
- Invoicing and billing
- Proposal writing
- Staff onboarding

PERSONAL INFORMATION

- Father's Name: Mr. Bhagwan Sahu
- Age / Date of birth: 24/09/2001
- Nationality: Indian
- Marital status: Un-Married

CUSTOM SECTION

- 10th From Rajasthan Board
- 12th From Rajasthan Board
- Graduation from University of Rajasthan. (Ajmer)
- Tally-Excel from Professional Coaching.

DISCLAIMER

I hereby declare that above Information is Correct to the best of my knowledge.

LANGUAGES

Hindi, English: First Language

Seeking a Position in an Organization that enhances, My Managerial Skill and I grow in today's Corporate World, Thus resulting me in global Exposure. Detailed Manager effective at creating positive environments where employees can thrive and succeed. Reliable and aware of direct competitors and strategies. Looking for new management role where hard work and dedication will be highly valued. Dedicated Manager with over 3 years of experience in supervision, operations management, administration, training, project management and cross-functional communication. Team player with expertise managing staff for efficient production. Detail-oriented scheduler seeking to leverage background into managerial role with progressive organisation.

EXPERIENCE

January 2019 - November 2020

Operations Executive.S.K Finance, jaipur, india

- Supervised and delegated tasks to employees to meet key productivity targets.
- Inspired and managed teams in operational improvement, increasing motivation and productivity.
- Built and maintained relationships with team, increasing motivation and team spirit.

January 2021 - January 2024

BDM/Account Head Design StoneInd., Jaipur, india

- Planned rotas to maintain high service levels while minimising payroll costs.
- Spoke to customers in multiple languages to resolve problems and answer questions.
- Engaged with customers to better understand needs and deliver excellent service.
- Managed all payment processing, invoicing and collections tasks.
- Compiled financial data and drafted billing reports to identify past-due accounts and reconcile balances.
- Charged expenses to accounts, analysing expense reports and reconciling against established budgets.

February 2024 - Current

Operation Manager Prosperr.io Pvt Ltd, Jaipur, India

- Managed hiring processes, including creating job ads, shortlisting applicants, interviewing, hiring and onboarding.
- Exhibited first class customer follow-up support for enhanced service.
- Built and implemented innovative customer relationship management frameworks, maximising business opportunities for financial growth.
- Protected the brand's shining reputation by maintaining a positive image.
- Briefed teams on daily deliverables and assessed progress to achieve welding requirements within target timeframes.
- Completed work files and documentation promptly to support team and site compliance.