

Curriculum Vitae

Name: Ayush Jain

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Current Location: Kota, Rajasthan, India

PROFILE SUMMARY

- Total 9 years of working experience
- 6 Year experience as Admission Counsellor in Allen Career Institute Pvt. Ltd., currently working with Allen Career Institute Pvt. Ltd., prior to it worked in Vibrant academy, Aklank Public School and N R Switch N Radio Services.
- Start working in N R Switch N Radio Services as Finance Executive for 6 months, Aklank Public School as a Executive - Administration for 2 years and 1 year in Vibrant Academy as a Admission Counsellor.
- Currently working as a Admission Counsellor in Allen Career Institute Pvt. Ltd. from last 6 years.

PROFESSIONAL EXPERIENCE

Allen Career Institute Pvt. Ltd.(Kota, Rajasthan)- Admission Counsellor from March 2019 to till present date

- Executing admission process of Medical students and Engineering students.
- Managing staff members to do the admission process with time limit.

Vibrant Academy (Kota, Rajasthan)- Admission Counsellor from January 2018 to February 2019

- Preparing daily admission report.
- Supporting new student implementation.

Aklank Public School (Kota,Rajasthan)- Admission Counsellor from January 2016 to January 2018

- Executing admission process of students.

- Managing staff members to do the admission process with time limit.

N R Switch N Radio Services (Kota,Rajasthan) - Finance Executive from January 2014 to June 2014

- Maintaining salary account of each employee. Managing client billing. Ensure timely submission of invoices and collection of open receivable. Auditing of Stores & Reconciliation of Materials issued to Sub-Contractors.
- Calculation Service Tax & TDS Preparation computation. Responsible for monthly financial reports. Analysis of operating expenses and revenue.
- Responsible for reports on taxes and banking. Knowledge on statutory compliances.

EDUCATION QUALIFICATIONS

Academic

Degree	School/University	Year
M.B.A. in Finance	Vardhman Mahaveer Open University	2016
M.A. in Psychology	Vardhman Mahaveer Open University	2019
B.Com.	Government Commerce College, University of Kota	2013
Senior Secondary in commerce	Aklank Public School, CBSE	2010
Secondary	Aklank Public School, CBSE	2008

PERSONAL SKILLS

- Good knowledge of computer
- Good knowledge of Microsoft office like Microsoft Word, Microsoft Power Point, Microsoft Excel and Microsoft Outlook.

PERSONAL DOSSIER

- Gender : Male
- Marital Status : Single
- Date of Birth : 25th December 1991

Ayush Jain