

ARIHANT JAIN. P

E-mail: arihant.chordia1@gmail.com | *Mobile:* +91-9840200004

Address: No: 3, Strotten Muthia Mudali Street, 4th Floor, Back Side, Sowcarpet,
Near: Chandra Puri Jain Temple, Chennai-600 079, TamilNadu, India.

Seeking an assignment in Marketing or Finance function

SUMMARY

- Confident professional with over 3 of experience including 1 year of part time assignment with AMWAY
- Presently associated with M/s Natural Leather as Trade Manager for Import & Export (Merchant Trade) Department
- Completed Bachelors in Business Management and GNIIT from NIIT
- Adroit in handling responsibilities in different functions like Trade (Import & Export), Marketing and Accounting
- Possess strong knowledge MS Office 2007 as well as Tally
- Constant learner with comprehensive problem solving abilities
- Strong team player, possess excellent communication and interpersonal skills

SKILL SET

Marketing Management	Documentation
Bookkeeping	Accounting
Business Development	Import & Export Management
Tally ERP 9 (Accountancy)	Team Management

WORK EXPERIENCE

M/s Natural Leather Apr 2011 - Present

Trade Manager for Import & Export (Merchant Trade) Department

Managing 45+ staff members; Handling Forex transaction, account department, marketing team

Trade Department:

- Preparing & verifying bank documents and Import & Export (Merchant Trade)
- Tracking Dollar rate
- Preparing & Verifying Bill of Lading (B&L)

Account Department:

- Preparing & verifying invoices; Releasing payments
- Cash & Bank transaction; Accounting in tally
- Daily Cash-flow chart; Preparing daily reports
- Maintenance of cash book & bank book
- Internal Audit with Company CA
- Customer wise inflows- outflows

Marketing Department:

- Preparing customer wise inflows – outflows chart for marketing team
- Fixing monthly sales target
- Conducting monthly revenue meeting with marketing team
- Involved in customer service
- Interacting with customers regarding product, quality and price changes

PART TIME ASSIGNMENTS

AMWAY

Jan 2009 – Feb 2010

Product Distributer

- Identifying potential customers
- Understanding client requirements and selling products as per their need
- Handling health care, home care and beauty products

EDUCATION

- M.B.A (International Business Management) from Madras University, Chennai (Correspondent) in 2011 and secured 62% 1Yr discontinue
- B.B.M from D.G .Vaishnav.College, Under Madras University, Arumbakkam, Chennai in 2011 and secured 83.5%
- 12th from Smt.Pusai Bai Tejrj Surana Matriculation Hr. Sec. School, Sowcarpet, Chennai in 2008 and secured 65%
- 10th from J.T.C. Jain Mission Hr. Sec. School, Sowcarpet, Chennai in 2006 and secured 60%

GNIIT (Software Engineer) from NIIT, Chennai in 2011

Assemble your PC Program of 20hrs duration from NIIT, Chennai in 2010

Computer Skills course from NIIT, Chennai in 2007

IT wizard course from NIIT, Chennai in 2006-07

EXTRA CURRICULAR HIGHLIGHTS

- Stood 1st at District Level and 2nd at State Level in Science Exhibition in School
- Received 1st prize in Horlicks Quiz Competition in 2008
- Acted as College Cultural Secretary for 2 years

PERSONAL DETAILS

- Date of Birth : February 15, 1990
- Status : Married
- Language Known : English, Hindi and Tamil
- Hobbies : Writing Hindi poems, dancing, mimicry and playing cricket