

Raghvendra Carpenter

LIG colony Indore, 8839005782

raghvendracarpentar@gmail.com

Adding value to your organisation through dedication

Objective

To attain a role in administrations, or management with a long term goal of securing a managerial role with recognised qualifications.

Personal Profile

- Combined IT and financial skills.
- Excellent computer and typing skills.
- Ability to help and coach customers.
- Proactive and positive team member.
- A 'can do' attitude.
- Excellent time management skills
- Good communication and interpersonal skills.
- Well organised and detail oriented.
- Logical and analytical thinker showing initiative when seeking solutions.
- Customer focussed.
- Can work independently.

Qualifications & Professional development

Auckland University of Technology 2010-2011

Graduate diploma of business (major in finance)

All key papers completed:

- Corporate Finance
- International Corporate Finance
- Investment & Portfolio Analysis
- Fundamentals of Finance
- Managerial economics
- Entrepreneurial & Small Bus. Finance
- Financial Risk Management

DAVV Indore India

Bachelors of Commerce 2006-2009

All Key Papers complete

- Income tax
- Indirect tax
- Company accounts
- Statistics

Career History

Dec 2018- current

Nahata Professional Academy

Admin Manager

- Managing day to day activity.
- Finalization of schedule of classes.
- Compose and post online content on the social media.
- Prepare and promotional presentations ad seminars.
- Undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Supervise administrative staff and divide responsibilities to ensure performance.

May 2015-Aug 2016

Penny Geni-U\$ LTD (Auckland)

Admin manager

- Checked all tax documents for accuracy.
- Computerized previous tax files.
- Ensured the tax returns were prepared and filed on time.
- Prepared detailed reports of tax payments made to each associate.
- Performed tour accounting and budget management.
- Negotiated performance fees and rates, and recommended profitable opportunities.
- Prepared monthly budgets and generated timely internal and external financial reports.

June 2013-2015

Pegasus Stations Limited, Mobil Glendene, Don buck, Auckland

Store manager

Responsibilities:

- Proactive customer service, counter sales, cash handling and reconciliation.
- Follow company policies and procedures strictly.
- Training new staff.
- Operating and maintaining the Petrol Station and Store independently while on shift duty.
- Hiring and firing staff.
- Daily, weekly and quarterly stock-takes of products.

2011 – 2012

Salmat (Sales) (Auckland)

Asst team leader

Responsibilities:

- Dealt sensitively and appropriately with customer issues.
- Analyse and explaining billing records to clients.
- Develop strong relationship and networks with business customer
- Hiring and firing staff.

2009 -2010

RR outsourcing (India)

Owned and managed

Responsibilities:

- Managed a BPO with 14 staff.
- Planned and organized the work.
- Kept accounts for the business and managed banking, petty cash and payroll.
- Delivered with 98% accuracy, to very tight deadlines.
- Built strong relationships with colleagues at all levels (customers, suppliers).
- Made the hiring decisions and built up the team



Personal

- Actively participated in sports throughout the school.
- Fluent (written and oral) in English and Hindi.
- Interests include socialising, travelling, family, outdoor activities, music and sports.



Referees:

Available on request.