

Vicky Prajapati

Ranchi Jharkhand
8825206683
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Personal Details

- Father Name: RAJKUMAR PRAJAPATI
- Mother Name: PUSHPA DEVI
- Marital status: Married
- DOB : 15MAY1995
- Nationality: Indian
- Gender: Male

Carrier Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

Team Leader – Prabhat Fresh Foods Pvt. Ltd., Ranchi, Jharkhand

Products Handled:

Milk, Curd, Butter, Ghee, Paneer, Lassi, Flavoured Milk, Ice Cream, Dairy Beverages.

Roles & Responsibilities:

- Led and supervised a team of Sales Executives, assigned sales routes, and ensured achievement of monthly sales targets.
- Built strong relationships with distributors, wholesalers, retailers, supermarkets, and general trade outlets to increase sales and market coverage.
- Monitored team performance, conducted daily meetings, and provided product and sales training.
- Coordinated order bookings, stock availability, product deliveries, and payment collections with distributors.
- Prepared daily MIS reports, analyzed sales performance, resolved customer issues, and worked with the Area Sales Manager to achieve business targets.
- Sis Cash Service Pvt Ltd
Cash Officer
SBI ATM CASH REFILLING RAMGARH
- M/s Rampait Sahu Contractor
Site Supervisor cum Billing + Accounting
Working Role -
 1. Billing & bookkeeping
 2. Handle stock,Accounts Payable And Receivable Processes
 3. Site Supervision, Labour Mangement & DWSD Management , Quality Assurance, Estimate Preparation, M.B Preparation, D.P.R & M.P.RSubmission.& Project DWSD (Jaal Jivan Mission) Water Supply Project. Div Gumla, Simdega, Lohardaga Jharkhand
- GLASS CORNER
Godown & Dispatch Incharge cum Accounting Work handling

Sales Follow-up B2B Client, Maintain stock, Team Supervision, Dispatch Process

1. Handle Accounts Payable And Receivable Processes
2. Ensuring Accurate Transactions And Timely
3. Settlements. Reconcile Discrepancies And Maintain
4. Financial Records. Collaborate With Vendors And
5. Clients To Resolve Payment Issues. at Gumla

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- Urban Window

Factory Incharge Cum Accountant Work
handling

Sales Follow-up B2B Client, Maintain stock, Team Supervision, Dispatch Process Handle
Accounts Payable And Receivable Processes
Ensuring Accurate Transactions And Timely Settlements.
Reconcile Discrepancies And Maintain Financial Records.
Collaborate With Vendors And
Clients To Resolve Payment Issues. at Ranchi Sitho Dhurwa Ranchi Jharkhand

Education

Course / Degree	School / University	Grade / Score	Year
10TH	SN HIGH SCHOOL BARKAKANA	2ND (50.6%)	2010
12TH	GM +2 HIGH' SCHOOL RAMGARH	2ND(52.4%)	2012
DIPLOMA IN CIVIL (CERTIFICATE 2YEAR)	RASTRIYA KAUSHAL VIKAS SANSTHAN BUXAR	A (75%)	2024

Skills

- Chash Flow Management
- Team Work
- Team handling & Supervision
- Work Supervision
- Book Keeping, Bank Reconciliation, Reporting, Invoice Processing, Data Entry, analytical and problem solving

Computer Literacy

- COMPUTER- Tally Prime,WORD,EXCEL,INTERNET, EMAILING ETC.

Declaration

- "I hereby declare that the details furnished above are true and correct."



VICKY PRAJAPATI