

CURRICULUM VITAE

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ADDRESS :- C-3/18, Sheetla Colony Gurgaon, Haryana

OBJECTIVE :- looking for an entry into a highly professional organization with challenging. I can use my knowledge as well as personal attributes to achieve the organization goals.

EDUCATION QUALIFICATION

- I have Graduate in BCA from Dronacharya Government College at Gurugram University.(Session :- 2019 – 2022)
- 12th Pass Haryana Board in 2019.
- 10th Pass from Bihar Board in 2017.

ADDITIONAL EDUCATION QUALIFICATION

❖ COMPUTER KNOWLEDGE

Six months Diploma in Computer Application from B.I.S Institute Gurgaon, Haryana.

▪ Computer skills

- Operating system (Windows 7, 10 & XP)
- Ms paint, WordPad, Advanced Excel
- Pc Software & Ms office (Ms word, Ms Excel, Ms PowerPoint)
- Web Technology (Internet)
- Web Designing (Photoshop)
- Business System & Accounting (Ms Access, Tally ERP9)

➤ RETAIL KNOWLEDGE

Three Months Diploma in Retail Sales Associate Course Under NULM Project (National Urban Livelihood mission) from G.C.S Skill Development Centre at Gurgaon, Haryana.

▪ Course skills

- Soft skills
- Basic computer
- Retail Sales Associate

➤ CUSTOMER RELATIONSHIP SERVICE KNOWLEDGE

Three Months Diploma in Customer Relationships and Sales Service Course from Maxvision Social Welfare Society under Tech Mahindra Foundation at Gurgaon, Haryana.

▪ Course skills

- Soft skills
- Basic computer
- Customer Relationships Service Associate

❖ COMPUTER PROGRAMMING LANGUAGE KNOWLEDGE

- C language
- Java language
- HTML
- CSS
- GITHUB

PERSONAL PROJECTS

- Game of Rock, Paper, Scissor.
 - This is purely developed in Java. This is creating totally loops and conditional statement concepts.
 - Tools - IntelliJ Idea, GitHub, Java.
 - GitHub : <https://github.com/Dharmendrakumar16>

JOB EXPERIENCE

- 1 Year Work experience at Wellversed health Pvt. Ltd. (28-Nov-2020 to 6-Dec-2021) As a Assistant Accountant

➤ Work Responsibility

- Purchase Invoice Booking In Tally.
- Seller Invoice Booking In Tally.
- Procurement Payment.
- Making Purchase Order for procurement in Tally.
- Bank Booking In Tally.
- Cash Memo Booking In Tally.
- Weekly Basis Reconciliation of Inward Dairy.

PERSONAL DETAILS

- Father's Name : Arun Kumar Singh
- Date of Birth : 16/01/2000
- Sex : Male
- Religion : Hindu
- Nationality : Indian
- Languages Known : Hindi
- Hobbies : Listening Music & Playing Cricket

(DHARMENDRA KUMAR)