

# CURRICULUM VITAE



## PERSONAL DETAILS

- Name : Aditya
- Address : Karampura, New Delhi-110015
- Contact No. : 9310539861
- Email : [asg0962645@gmail.com](mailto:asg0962645@gmail.com)
- Date of Birth : 16 April 2000
- Gender : Male



## RESUME OBJECTIVE

A professional challenging career, which will provide opportunities for growth and learning with a dynamic organization that value Individual contribution.



## WORK EXPERIENCE

Computer Co-ordinator

Feb 2019- March 2020

**Rege Imaging & Cinefilms (P) Ltd., New Delhi**

*(Job Profile: Quotation, Invoicing, Government Tender Process and Documentation)*

Computer Operator (Billing and Records)

Nov 2023- April 2024

**Chaudhary Transport Company (10, Transport Centre, Rohtak Road, Punjabi Bagh)**

*(Job Profile: Managing Ongoing Sites, Monthly Invoicing and Compliances, Keeping Records of Expenses, Posting of Sales & Purchase in Tally Prime, Preparing Monthly Salaries, and Report Generation)*



## EDUCATION & OUALIFICATIONS

- Accomplished Bachelor of Arts (Political Science Hons.) Sep 2017-June 2021  
*University of Delhi*
- 1.5 Years Diploma in Accounts & Taxation (CIA) April 2022-  
*Institute of Computer Accounts (ICA), New Delhi*
- 1 Year Diploma in Computer Application Programme 2017-2018  
*Sardar Patel Prashikshan Sansthan (I.T.I), New Delhi*



## SKILLS

- Quotation, Invoicing and Government Tender Process
- GeM (Government e-Marketplace)
- Business Accounts and Inventory Control Procedure
- Taxation (GST and Income Tax)
- Tally Prime with **GST** and **TDS**
- Microsoft Office (WinWord, Excel, PowerPoint, Outlook)
- Advance Excel
- Hindi Typing (30 WPM- Kruti Dev 010)



## Languages Known

- Hindi and English

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