

CURRICULUM - VITAE

Ajay Singh

D-89, Shastri Nagar,

Jodhpur, Rajasthan.

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Objective

To work on a challenging job profile which provides an opportunity to enhance my skills and knowledge, this could provide me an insight into new aspects so that it would be helpful for my career and give the best to the organization.

Possessions:

Efficient Knowledge about Management accounting and Income Tax. Comprehensive

Knowledge of Company Secretary's course up to Executive level.

Academic chronicle:

Education	School / University	Year of Passing	Percentage
Bachelors of Commerce (B. Com.)	Jai Narayan Vyas University, Jodhpur.	2015	59 %
HSC (Commerce)	DBN School, Ajmer	2012	67 %
SSC	DBN School, Ajmer	2010	73 %

Work Experience:

- Currently working with B.P Bang & Co. (A Chartered Accountant Firm) from July 2015 on the position of junior accountant .
- Worked Part-time in coaching centre as Front desk cum Accountant for 2 Months.
- Worked under the national social service scheme and has completed 240 hours of social services in 2 years while studying in senior secondary.

Computer Skills:

- 1) Operating System: Windows 9x, XP, Vista & 7.
- 2) Package: Microsoft Office 2003-07.
- 3) Internet: Efficient Knowledge.

Soft Skills:

- 1) Positive attitude.
- 2) Self-confident and great patience.

- 3) Willingness to learn.
- 4) Good communication and leadership skill.
- 5) Sincere and hard working.

Linguistic Known:

- 1) English
- 2) Hindi

Strength:

- 1) Hard working
- 2) Energetic
- 3) Fast learner
- 4) Result Oriented
- 5) Comfortable with relocation
- 6) Can Travel as per demand

Personal Details:

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|----------------------|---|---|
| 1) Full Name | : | Ajay Singh |
| 2) Father's Name | : | Late. Mr. Trilok Singh |
| 3) Permanent Address | : | D-89, Shastri Nagar,
Jodhpur - 342003. (INDIA) |
| 4) Date of Birth | : | 23 rd October 1992 |
| 5) Gender | : | Male |
| 6) Marital Status | : | Unmarried |
| 7) Citizenship | : | Indian |
| 8) Email Id | : | ajaysingh2392@yahoo.in |

Hobbies & Extra Curricular Activities:

- 1) Playing Football, Basketball, Handball.
- 2) Listening Music and reading books.

Declaration:

I hereby declare that the Information given above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Ajay Singh