



Name:

Madhavsingh Rajput

Address for Correspondence

Rajput Madhavsingh Ratansingh
B-Block,603,Radhe Heights, 36,Shyam
Bangolw,Relaince Petrol Pump, United School,
Vastral –Ahmedabad

E-Mail: rajputmadhavsingh24@gmail.com

Work Profile :

CURRICULUM VITAE

To work in a stimulating environment where I can enhance my Knowledge. And utilize my potential to the best of my ability in Conjunction with the company's goals and objective.

Professional Qualification.....

B.com from Gujarat University Since – 2001

Job Description and Key Result Area...

2. I am worked at **Shaikh & Company at Sarkhej – Ahmedabad**

As above work & Office administration work touch of C.A
Document work all of computer wise (9 Years Exp.) Joining
Date: 01-05-2004 Resign Date: 01-07-2013, Internet, MS
Office, Excel, Tally-ERP9 (Account Assistant & Office
Administration) TRADING COMPANY DEALER OF Swaraj
Mazda & Swaraj Tractor, STOCK YARD Knowledge of VAT,
TDS, Service Tax, Make all document, Office Administration

Contact No.

9638614755 – 9924694327

Personal data :-

Date of Birth: 01-08-1985

Gender : Male

Nationality : Indian

Marital Status: Married

Language Known

3. I am worked in Agrico Organics Ltd –Sarkhej - Ahmadabad

online Invoice, Sales Order, Bank, Purchase, Credit & Debit

Note, Sales Return, Purchase Return, Stock Transfer by

Make to online Entry, manual writing of order Book, and

All office routine work & Tally ERP-9 Joining date: 05-07-013

Resign Date: 12-10-2015 (1 Years 5 Month Exp.) (MFG.

PESIDES) HEAD OFFICE DELHI,

4. I am working in Twisha Autolink – Dehgam

Accounting work & all office routine work by Computer

Joining Date: 15-10-2015 Job to be continue

Tally – ERP9 (TRADING COMPANY DEALER OF Mahindra

TRACTORS) (Post of Accountant, Office Admi. / Cashier,)

Make to 402 & 403 form online, Knowledge of all Bank

Work, Net Banking Knowledge, Invoice, Deli.Challan.Receipt

Quotation, Stock Maintained, Petty Cash Book, Manual &

Computer Wise Entry, GSTR-1, GSTR-2, GSTR-3, Pay Salary

Make of E-way Bill

Rs.25,000/- Per Month To be job Continue,

Hindi, Gujarati, English

Drawn Salary :

25,000/- Per month & Other Allowances

Expected Salary :

As per Company Management rules

Computer Knowledge :

Internet, Tally-ERP-9 & MS WORD, Excel

After given 1st trail. I am awaiting yours favorable response. I perform my duties very Well &

oblige manners,

Thanking you,

(Rajput Madhavsingh Ratansingh)