

# **CURRICULUM VITAE**

Nitin

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## **Career objective**

To pursue a challenging career in an organization of repute where I gradually enhance my skills goals and objectives for the ultimate growth of the both....

## **Area Knowledge & Skill**

1. Excellent inter-personal skills
2. Adept in working in a team environment as well as independently, adhering strictly to performance guidelines.
3. Sincere, diligent and well organized in work habits, quick learner with active listening skills
4. Focused and hardworking, self-motivated and team oriented, willing to go the extra mile, effective team player with excellent communication and inter-personal skills.

## **Working Experience**

Worked as assistant accountant with the CA firm Accounts Professional JUNE 2016 TO MAY 2017.

Currently working as Account executive with Virtual Employee Pvt Ltd since June 2017

## **Academic Qualifications**

1 2012-10<sup>th</sup> from CBSE Board

2 2014-12<sup>th</sup> from CBSE Board

3 Pursuing B.com Final year from Delhi University

## **Software Proficiency**

1. one year diploma in computer hardware & network engineering
2. Good knowledge of Tally Erp 9.0

## **Hobbies**

1 Listening Music

2 Watching News

3 Playing Cricket

## **Personal Information**

Father Name : Tara Chand  
Date of Birth : 18<sup>th</sup> September, 1996  
Gender : Male  
Nationality : Indian  
Language Known : English & Hindi

Date:

Place:

(NITIN)