

SHIV DUTT

Mobile : +91-9616840377, 8299257637

Add : 3/9 Benajhaber Old Colony, Kanpur - 208002



CAREER OBJECTIVE

I am a smart working and a creative person looking for suitable opportunity to build in my best knowledge and develop me as a pioneer. I would like to work in a situation that demand excellence, provides continue learning and encouraging high order performance.

COMPUTER PROFICIENCY

- MS Office
- Internet Awareness
- Tally 9.2 Certified by DOEACC
- Ms Excel
- CCC (Course on computer concept) Certified by NIELIT
- Knowledge of Visual Basic Language
- Preparing and maintaining Financial reports and Account activities
- Hindi and English Typing

ACADEMIC QUALIFICATIONS

- **POSTGRADUATION:**
M.Com 2013 Part 1 (SUBJECTS): Management Concepts and Organizational Behavior, Business Environment, Management Economics, Statistical Analysis, Corporate Financial Accounting, Accounting for Management Decisions, Marketing Management, and Financial Management

M.COM 2014 Part 2 (SUBJECTS): Computer Application in Business, Corporate Legal Framework, Corporate Tax Planning and Management, Strategic Management, Human Resource Management and Industrial Relations, Advertising and Sales Management, Marketing Research, International Marketing

Chhatrapati Shahu Ji Maharaj University Kanpur University
- **GRADUATION:**
B.Com 2010 Part 1 (SUBJECTS): Business Communication, Business Statistics, Financial Accounting, Business Regulatory Framework, Business Economics, Business Environment

B.Com 2011 Part 2 (SUBJECTS): Auditing, Company Law, Cost Accounting, Principles of Business, Income Tax, Business Organization Environmental Studies

B.Com 2012 Part 3 (SUBJECTS): Indirect Taxes, Money and Financial Systems, Management Accounting, Corporate Accounting, Principles of Marketing, International Marketing, Environmental Studies

Chhatrapati Shahu Ji Maharaj University Kanpur University
- **SENIOR SECONDARY:**
Commerce 2009 (SUBJECTS): English Core, Informatics Practices, Business Studies, Accountancy, Economics

Kendriya Vidyalaya Kanpur Cantt UP

C.B.S.E Board, Delhi

- **HIGHER SECONDARY:**
Science 2007 (SUBJECTS): English Communication, Hindi Course, Mathematics, Science and Technology, Social Science

Kendriya Vidyalaya Kanpur Cantt UP

C.B.S.E Board, Delhi

EXTRA CURRICULAR ACTIVITIES

- Participated in **UNESCO Quiz Contest.**
- Participated in **Mount Tracking Certified by Government of Himachal Pradesh (River Rafting and River Climbing).**
- Participated in Cluster Level Football Tournament

WORKING EXPERIENCE

- 1 Year experience as a Data entry operator (from Sep 5th 2014 to Jan 11th 2016)

AREA OF COMPETENCE

- Economics
- Marketing
- Statistics
- Taxes

LINGUISTIC PROFICIENCY

- Hindi
- English
- Short Hand Language

KEY SKILLS AND ATTRIBUTES

- Hard working, Enthusiastic and Honest.
- Good communication and interpersonal skills.
- Avid learner.
- Good team player.
- Ready to accept challenges.

PERSONAL PROFILE

Date of Birth : 02nd March, 1992
Sex : Male
Marital Status : Unmarried
Hobbies : Reading Books

Father's Name : Mr. Shyam Lal Kureel
Mother's Name : Mrs. Vimla Devi
Permanent address : 3/9 Benajhaber Old Colony, Kanpur
Dist. – Kanpur Nagar, State – Uttar Pradesh

DECLARATION

I hereby declare that all the above-mentioned information is true to the best of my knowledge and belief.

Date:

Place: Kanpur

(SHIV DUTT)