

Ajay



Contact

Address:

Tigra Sector-
57 Gurugram

Phone:

+917838113429

DOB:- 10-Sep-1999

Languages

- Hindi
- English

Hobbies

- Playing Cricket
- Reading Books
- Listening Music

Summary

A rigorous, task-driven professional with substantial experience in data entry and accounting, office management and reception duties. Adept at leveraging superior communication and interpersonal skills to interact with diverse individuals and groups at all organization levels.

Skills Highlights

- Financial analysis
- GST & Taxation
- Accounts Reconciliation
- Communication & Presentation
- Prepare financial statements
- ERP & Accounting Software
- Analyses financial data

Experience

- 1.5 Years Experience in TY Hospitality Pvt. Ltd. as a Jr.Accountant and HR & Admin.
- 1 Year Experience in Advance Electronic as a Sr. Account Executive
- 9 Month Experience in Sai Ram Printers as a Sr. Account Executive
- 6 Month Experience in HelloCFO Consultants Pvt. Ltd. As a Sr. Account Executive (Present)

Education

- 10th Pass from BSEH
- 12th Pass from BSEH
- Graduation (B.com) from IGNOU.

Technical Qualification

Knowledge of Internet MS. Word, MS. Excel. Advance Excel, MS. Power point, Tally ERP9 and Tally Prime,

Career Objective

I would like to get higher position in my future. I would like to do the work on that company which could provide me good chance to show my performance.