***CURRICULUM-VITAE***

**RAJESH KUMAR BEHERA**

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**OBJECTIVE CAREER**

To work with an organization that would provides a learning environment and opportunities for professional growth to achieve to organizational goal and to grow with the growth of the company.

**EDUCATION QUALIFICATION**

* **B.com-**passed from Utkal University, Orissa in 2013.
* **12th**-Passed from Council of Higher Secondary Education, Orissa in 2010.
* **10th-**Passed from Board of Secondary Education, Orissa in 2008.

**COMPUTER SKILL**

* Tally 7.2, Tally.ERP9 , with VAT, TDS, Service Tax & Payroll from ***Tally Academy,*** Sahibabad, Ghaziabad, in 2013.
* Best knowledge of Internet and MS Office 2007
* Advance Excel Vlookup, Hlookup, Vlookup & Hlookup Match Index,Sumproduct ,Pivot Table, Frequency Etc, in ***Edumore Training Center***, Sahibabad, Ghaziabad,in 2013.

**WORK EXPERIENCE**

* **UKG HOMES PVT.LTD**
* **November - 2014 to May-2016.**
* Experience in UKG Homes Pvt. Ltd. Ishaan Corporate Tower, C-23, 2nd floor, Sec -13, Vasundhara, Ghaziabad. as an Accounts / Finance Assistant.
* I have worked in UKG Homes Pvt. Ltd. Tally ERP9 Receipt, Payment, Contra, Journal, Voucher, Receivable, Payable and Bank Reconcile

**HOBBIES**

* Surfing Internet.
* Reading Motivational book.

**STRENTH**

* Like to face Challenging Situation.
* Believe in Teamwork.

**PERSONAL DETAILS**

**FATHER’S NAME :** Jadumani Behera

**DATE OF BIRTH :** 05ThJune 1993

**MARITIAL STATUS :** Unmarried

**NATIONALTY :** Indian

**SEX :** Male

**LANGUAGE KNOWN :** English, Hindi, & Oriya

**DECLARATION**

I hereby that the information is true and correct above with the best of my knowledge & belief

**DATE**……………. (Rajesh Kumar Behera)

**PLACE**…………..