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| *CURRICULUM VITAE* |

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| ***Objective:-*** |

Interested in working with a reputed and well managed organization where my potential and utilized to the fullest, hereby leading to the growth of both the organization as well as my career in the organization.

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| ***Personal Details:- Contact No. 098051-59321*** |

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| **Name** | **RAJIV KUMAR** |
| **Father’s Name** | **Sh. Balwinder Singh** |
| **Mother’s Name** | **Smt. Rani Devi** |
| **Date Of Birth** | **31st March 1993** |
| **Sex** | **Male** |
| **Marital Status** | **Unmarried** |
| **Contact No** | **098051-59321, 94591-68497** |
| **E-Mail** | **rajivpathania93@gmail.com- Sethikumar1993@gmail.com** |
| **Address for Correspondence** | **V.P.O Saloh Beri Tehsil Ghanari Distt. Una (H.P)** |
| **Permanent Address** | **V.P.O Saloh Beri Tehsil Ghanari Distt. Una (H.P)** |

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| *Working Experience:-* |

* Working with ***Jindal Medicot ltd***, **Amb** **Distt. Una** **(H.P)** as an ***Exe. Accountant*** from 1st April 2016 to till date a manufacturing unit of Personal Care and Hygiene Products.
* Worked with ***Aerowin International***, **Baddi Distt. Solan (H.P)** as an ***AssttAccountant*** from *(1St Sep,* *2013 to 30 September, 2015).* a manufacturing unit of Kitchen Home Appliances, Electric Fans for the repudiated Brand **“USHA”**

***Job Profile*:** +-

* Received “C” form Debtors and Issue “C” to Creditors.
* Knowledge of “H” form and issue “H” form to Creditors.
* Knowledge of “E-1” form and issue “E-1” form to debtors.
* Making Online Sale Tax, Service Tax Returns.
* Making Debit Note & Credit Note.
* Knowledge of TDS & TCS
* Handle Debtors & Creditors Accounts Reconciliation.
* Sale Tax Assessment (ITC).
* Check and verify Purchase and Sale Bills.
* Dealing with Govt. Offices: - Sale Tax Assessment & Banks.
* Entry Tax Return.
* Knowledge of GST.
* Handling and Checking all Data Entry in SAP, ERP & Tally

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| *Educational Qualification:-* |

* M.Com perusing
* B**.**Com from H.P. University Shimla.in 2013 with (63%)
* 10+2 from H.P.B.S.E. in 2010 with (64%)
* 10th from H.P.B.S.E. in 2008 with (67**%)**

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| *Computer Skills:-* |

* One year Diploma in Computer Application.

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| ***Achievement:-*** |

* Activity participated in NCC Camps.

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| ***Personality Traits:-*** |

* An achiever who always works in organized manner.
* Committed to excellent social activities.
* Impressive personality with a pleasing attitude and friendly approach.
* Strong believer of teamwork as a critical factor for success.

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| ***Hobbies:-*** |

* Playing Cricket.
* Listening Soft Music.
* Interacting with new people.
* Travelling to new place.

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| ***Strength: -*** |

* Hard working
* Self confidence
* Positive Attitude
* Good Typing Speed

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| ***Expected Salary: -*** |

* Negotiable.

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| ***Notice Period:-*** |

* 15 to 30 days

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| ***Declaration: -*** |

***I hereby declared that all the above information given by me is true the best of my knowledge.***

***DATE:***

***PLACE: UNA (H.P)******(Rajiv Kumar)***