CURRICULUM VITAE

Address:

V. Patehar P.O. NehrianTehsil.Amb Distt. Una (H.P.) Pin-177210  
  **Mob No:-** 9805870605/8968323075  
  **E-mail :-** Sandeep16192@gmail.com

(SANDEEP KUMAR)

#### CAREER OBJECTIVE

To work with an organization that would provide me wide spectrum of experience and exposure to grow and excel and tally in my career and would provide me opportunities to develop and use my skills and contribution towards the objectives of the organization.

#### ACADEMIC QUALIFICATION

* B.Com From H.P. University.
* Senior Secondary From H.P. Board Dharmashala.
* Matriculation From H.P. Board Dharmashala.

#### IT PROFICIENCY

* Windows: Expertise knowledge of Windows Including **Ms-Word, Ms-Excel and Internet Explores, Etc.**
* Windows: Expertise knowledge **Tally ERP9 Extra.**

#### EXPERIANCE

1. **1 Year** Working Experience in**:- Mahesh Datta Taxation Consultant**

**Job Profile:-**

* Prepare Monthly Vat /CST Returns and Service Tax, Excise Return.
* Handling C- Form .

1. **Suguna Foods Limited:- Jul 2013 To 2-Jul-2016 Date**

**Job Profile :-**

* Working as Internal Audit Executive.

1. **Stanford Laboratories Pvt Ltd:- 4.Jul.2016 to Till Date**

**Job Profile:-**

* Working as a Executive Accountant
* Handling day wise accountings, update daily voucher, purchase bill and handle petty cash.

#### PERSONAL DETAILS

DATE OF BIRTH : 16-01-1992

FATHER’S NAME : Sh. Paras Ram

LANGUAGE KNOWN : English, Hindi, Punjabi

MARITAL STATUS : Unmarried

HOBBIES : Playing Cricket, listening to Songs and spent some times with our self.

#### DECLARATION

I hereby declare that the information filled above is true to the best of my knowledge and has been filled by me.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Place: ------------------- (Sandeep Kumar)**