

PARDEEP KUMAR

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CURRICULUM VITAE

CAREER OBJECTIVE	<p>To pursue a dynamic and challenging career with an organization of repute, and integrating my own goals with the organization's, so as to become a catalyst in each other's growth.</p> <p>Responsibilities included assisting, coordinating and execution of various assignments.</p>
PROFESSIONAL QUALIFICATION	<p>One Year Diploma in FINANCE & ACCOUNTS as a Certified PROFESSIONAL ACCOUNTANT, From IFT-TALLY ACADEMY, Yamuna Nagar. Since-2010 (Version :- Tally 9.0, Tally ERP.)</p>
ACADEMIC QUALIFICATIONS	<p>B. Com (Correspondence) From Kurukshetra University, Kurukshetra H.S.C. From Board of School Education Haryana. S.S.C. From Board of School Education Haryana.</p>
COMPUTER QUALIFICATION	<p>One Year Diploma In Computer Software From Rajiv Gandhi Training Institute, Yamuna Nagar.</p>
EXPERIENCE	<p>Six Years work at ROHIT AUTOMOBIELS in Yamuna Nagar (HR) as Accountant and related works including various tax calculations, returns filing, preparation of statements of accounts and audit related works.</p> <p>Two Years Work at N.K.K Industries in Kala Aam (HP) as Accountant and related work in Sale/Purchase/GST & Bank Statement, & Maintenance Account Books keeping, uses Software Version is Busy 3.0.</p> <p>Three Years Work at JMMI in Kala Aam (HP) as Accountant related works including Expenditure Vouchers, GST Tax Calculation & Return Monthly, And All Accountancy works and Bank Reconciliation.</p>

	Currently Job ORIENTAL ENGG. WORKS PVT LTD in YAMUNA NAGAR (HR) as Accountant & related work in Sale/Purchase Billing/Exp. Voucher, Bank Statement, GST Tax Calculation & Return uses Software Mawai (Erp).	
PERSONAL DETAILS	<ul style="list-style-type: none"> • Father's name • Date of Birth • Nationality • Language Proficiency • Marital Status 	<p>Sh. Ram Sarup</p> <p>22 Sept, 1990</p> <p>Indian</p> <p>English, Hindi, Punjabi</p> <p>Married</p>

Date:-

(PARDEEP KUMAR)