

# ADITYA GAUTAM

## ACCOUNTS&BILLING EXECUTIVE

### SUMMARY

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

- An enthusiastic fresher with highly motivated and leadership skills having ITI degree in Computer Operator Program Assistant.
- Expert in implementation of each step of project.
- Eager to learn new technologies and methodologies.
- Always willing to innovate the new things which can improve the existing technology.

### WORK EXPERIENCE

**SAH Healthcare Pvt. Ltd.**                      **01.04.2022-Current**

#### Accountant

- Manage all accounting transactions
- Hands-on experience with accounting software like = Marg & tally prime.
- Experience with general ledger functions.
- Billing & Bookeeping.

Oppo

2019-2020

#### Data Supervisor

collect, analyze, and report on data.

- Develop, implement, and maintain
- leading-edge analytic systems.

### SKILLS

Excellent know how on Economic theories and accounting

- software-tally prime & marg & ms word & ms excel good
- knowleged
- Strong problem solving ability
- Good communication skills, Ability to deal with people
- diplomatically,
- Quick learne

#### Personal Details

- Date of Birth - 10/06/1999
- Father's Name - Mr. Davendar Singh
- Language - Hindi, English

### CONTACT

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**Current Address :** Mayur Pankaj Plaza, Mayur Vihar Phase III Delhi 110096

**Hometown :** V.P Magrauli, Etah, U.P 207122

### EDUCATION

**2022-2025**

**Pursuing B.A.**

Shri Farooq Hussain (P.G.) College

**2018-19**

**ITI**

Government Industrial Training

Institute (COPA)

Scored : 78.33%

**2017-2018**

**12th Standard**

Dr.Zakir Husain Islamia Inter

College (PCM) PASS

Scored : 52%

**2014-2015**

**10th Standard**

Dr. Zakir Hussain Islamia

Inter College

**Scored : 64%**