

CURRICULUM VITAE

Corp. Address: -

Haripura Mohalla

Distt:-Jhajjar, Haryana.

E-Mail:-mayankbhatia4849@gmail.com

Contact No. – 9817366857

Mayank Bhatia

CAREER OBJECTIVE

Work in the field of Accounting Industry with Honesty and Dedication Pursue the Growth of myself as well as the Organization.

EDUCATIONAL QUALIFICATION

MBA (pursuing final semester)

B. Com (Passed) from P.G NEHRU COLLEGE.

12TH Passed from CBSE.

10TH Passed from HBSE.

ACCOUNTING KEY SKILLS

- Data Entry of all type voucher and Invoice. As well as Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- Issue Debit Note and Credit Note.
- Bank Vouchers
- Inventory Management in Account Software.
- Maintain of All Type Accounting Vouchers Entry.
- Filling of GST ITR

COMPUTER SKILLS

Account Software: - Tally 9.0 ERP, Tally Prime.

WORK EXPERIENCE & JOB PROFILE

- ✓ Under CA
 - 1 year experience
- ✓ Paradise Packaging
 - 3 months experience

Streanghts

- Sincere
- Self confidence, Good Communication.
- Comprehensive understanding and working ability in the office environment.
- Hardworking.

PERSONAL PROFILE

Name	: -	Mayank Bhatia
Father's Name	: -	Sh. Pawan Kumar
Date of Birth	: -	05 March 2001
Marries Status	: -	Single
Nationally	: -	Indian
Language Known	: -	English & Hindi
Hobbies	: -	Reading Book,
Salary	: -	Negotiable

➤Declaration:-I hereby declare that all information furnished here is true and correct to the best of my knowledge and belief.

Date: -

Place: - City: - Jhajjar, State-Haryana

Sign:-.....
(Mayank Bhatia)