

CURRICULUM VITAE

VIKRAM SINGH

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Objective

I would like to be a part of an organization, which provides a professional learning environment having strong vision and commitment to business, wherein I can contribute and learn by applying my knowledge and skills.

Educational Qualifications

University/ Board		Course/Degree	Year Of Passing
C.B.S.E		10 th	2007
C.B.S.E		12 th	2010
<u>B.COM</u>		<u>GRADUATION</u>	<u>2016</u>

Tech. Qualifications: - ONE YEAR DIPLOMA IN COMPUTER APPLICATION From: - MINGLE INSTITUTE OF COMPUTER EDUCATION NARELA DELHI-110040

- 1. Basic Computer:** - Microsoft Word, Excel, Power Point, Notepad, HTML, Paint, Window Movie Maker, Computer Basic Internet, Printing of Document. **(Year Of Passing 2009-2010)**
- 2. Tally Version 4.5, 5.4, 7.2, 9.0, Busy software :-** Journal Entry, Ledger Creation, Stock Entry, Contra Entry, Balance Sheet Creation, Printing of Document. **(Year Of Passing 2009-2010)**
- 3. Hardware & Networking:-** Computer Repairing, Assembling, Parts Repair, Hard Disk Drive Process Maintaining, Software Installing, Windows Installation Version 98, XP, CRYSTAL XP, VISTA, 2007, 2008. BASIC SOFTWARE HACKING, Net connectivity & Networking, Internet Documents uploading & Printing. **(Year Of Passing 2009-2010)**

Work Experience:

COMPANY PROFILE:-

VIKAS POLYMERS (V.P)

A PVT. MANUFACTURE COMPANY OF PLASTIC AUTO LIGHT PARTS & PLASTIC DANA'S.

- ❖ SIX MONTH WORK EXPERIENCE AS AN ASSISTANT ACCOUNTANT & COMPUTER OPERATOR.(2013-2014)

COMPANY PROFILE:-**TANISHKA AUTO PARTS**

A PVT. COMPANY OF AUTO LIGHT PARTS.

- ❖ FOUR YEAR EXPERIENCE AS A COMPUTER BASE STORE
INCHARGE.(2013-2018)

COMPANY PROFILE:-**ULTRA INDUSTRIES**

A PVT. EDGE BAND MANUFACTURING COMPANY.

- ❖ SIX MONTH WORK EXPERIENCE AS JUNIOR ACCOUNTANT.

CURRENT WORKING**COMPANY PROFILE:-****SV AUTO INDUSTRIES**

AUTO PARTS MANUFACTURING COMPANY.

- ❖ ONE YEAR WORK EXPERIENCE AS JUNIOR ACCOUNTANT.

Personal Details and Contacts

Father's Name	Sh.Braham Singh
Date of Birth (dd/mm/yyyy)	24/04/1991
Addresses	H.No.729, Street No-1,B, Swatantra Nagar, Narela Delhi-110040
Nationality	Indian
Marital Status	Married
Hobby	Achieving Targets, Listen Music, reading books or magazines,

Date:-.....

Sign:-.....

(VIKRAM SINGH)