

Pratyaksh Rawat

House No.186 janta flat madipur

NEW DELHI-110063

CALL (+91) 8587834417 ~ E-Mail: happyrawat13@gmail.com

Seeking Career Enhancement as an Accountant with a reputed Organization.

ORGANIZATIONAL ABSTRACT

Working with NORMA DND PRODUCTS Pvt. Ltd. , as a TALLY OPERATOR & AUDITOR since SEPTEMBER 2016 TO DECEMBER 2016

Key Responsibilities:

- ❖ AS TALLY OPERATOR :-
 - Transfer of inventory
 - Maintaining godowns and products in all centres
 - Sales entry of products

PROFESSIONAL QUALIFICATIONS

- ❖ Diploma in E-accountant course two year
- ❖ Practical knowledge of TALLY ERP 9
- ❖ Knowledge of ms office
- ❖ Knowledge of INCOME TAX, DVAT & SERVICE TAX

EDUCATIONAL CREDENTIALS

- GRADUATED B.COM from Delhi University in 2017
- 12th from CBSE board in year 2014
- 10th from CBSE board in year 2012

PERSONAL ATTRIBUTES

- Punctuality, Self motivated & dedicated person.
- Positive Thinking.
- Friendly Nature.
- Hardworking.
- Team Handling.

PERSONAL DETAILS

❖ Date of Birth	09 Nov 1996
❖ Father's Name	Mr. Pradeep Singh Rawat
❖ Sex	Male
❖ Marital Status	Single
❖ Languages Known	English & Hindi
❖ Nationality	Indian
❖ Permanent Address	186 Janta Flat Madipur, NEW DELHI
❖ PINCODE	110063

Date :

Place : NEW DELHI

PRATYAKSH RAWAT