

RESUME

ANUJ MITTAL
B – 357 Avantika
Sector – 1 Rohini
New Delhi-85
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Objective

Looking forward for a career where I can use my skills, efforts and knowledge for the growth of organization and my own personal enhancement.

Educational Qualification

- Passed Matriculation from C.B.S.E Board Delhi
- Passed Intermediate from N.I.O.S Board Delhi
- Graduation B.A (PASS) from Mahatma Gandhi University

Computer Skills

- TALLY 7.2 and ERP
- Busy
- Ms-Office: Ms Word and Ms Excel
- Others: Internet

Experience

- Presently Working in Scandia Motorcars Pvt.Ltd. (Volvo Car Showroom) as Accountant from April 17 to Till Date.
- Working in The Orchid Publishing.as an Accountant from Apr 2015 to March 17.
- Working in Sunflower publishers Pvt. Ltd. as an Account Executive from Aug 2008 to Mar2015.

Job Profile

- Prepare & Maintain sale bills or Purchase bills.
- GST Related Work.
- TDS Deposit.
- Bank Reconciliation
- Work on MS Office.
- Handling Cash.
- Various other woks related with Accounts day to day working.

Strength

- Honesty.
- Hardworking - I am hard working and put continuous efforts to improve my work.
- Ability to take challenge and give result on time.
- Flexibility - I am a flexible person and can adapt to the environment easily.

Hobbies

- Playing Cricket
- Listen to Music

Personal Profile

Father Name	:	Sh. Madan lal Mittal
Date of Birth	:	26 th august 1986
Sex	:	Male
Marital Status	:	Married
Language Known	:	Hindi & English
Nationality	:	Indian
Place	:	Delhi
Current CTC	:	32,000 P.M

Date:- 18.04.2019

(Anuj Mittal)