

CURRICULUM VITAE

HARSH DUBEY

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Personal Data

Name : Harsh Dubey
Date of Birth : 13 APR 1996
Sex : Male
Nationality : Indian
Marital Status : Un- Married

Father's Name : Nandlal Dubey
Date of Birth : 11 JUN 1976
Sex : Male
Nationality : Indian
Marital Status : Married
Occupation : Service

Mother's Name : Preeti Dubey
Date of Birth : 15 DEC 1975
Sex : Male
Nationality : Indian
Marital Status : Married
Occupation : House Wife

Present Address

63-B Gayatri Nagar, Kesar Bagh
Road Behind Annapurna Temple
State: Madhya Pradesh.
Pin Code:452009

Permanent Address

63-B Gayatri Nagar, Kesar Bagh
Road Behind Annapurna Temple
State: Madhya Pradesh.
Pin Code:452009

Career Objective

Obtaining a challenging position in high-tech environment through technical and managerial skills and potential towards the prosperity of the organization.

Summary Profile

- Adaptability.
- Learning ability.
- Excellent coordinating capability

Education Profile

Degree : Bachelor of Commerce(2016)
College : Maharaja Ranjit Singh College of Professional Sciences.
Branch : B.Com. (Hons.)
University : Devi Ahilya Vishwa Vidhyalaya(DAVV), (M.P.)
% Of Marks : 59.66%

Diploma : Tally
Institution : Blue Chip
Year : 2011-12
Grade : Excellent

Course : 12th (2013)
Board : M.P. Board
% Of Marks : 66.00%

Course : 10th(2011)
Board : M.P. Board.
% Of Marks : 60.00%

Work Experience

2017 to Present

Feb-17 to At Present Working with **Kathed Motors Pvt. Ltd. (Indore, M.P.)**

Accounts Executive

Key Deliverables:

- Prepare TDS & TCS working and Final For Returns.
- Prepare Parking Tax Working for all new Sale Vehicle & Free Service Payment Working.
- Handle Workshop & Bodyshop (Service).
- Co-operate with Vendor's and Payment of Vendor's before due date.
- Maintain all the JV's in Tally.
- Maintain Maruti Insurance Statement (Autodebit).

2016 to 2017

Jun-2016 to Feb-2017 with **Patel Motors (Indore) Pvt. Ltd., (Indore, M.P.)**

Sales Tax Assistant

Key Deliverables:

- Working of Entry Tax & Vat.
- Generate Form-49 for new Vehicles.
- Issue Form-49 Keys for Spare Parts & for TAFE Parts.
- Working on Salary & Bonus.
- Check Overtime & Final to Authorize the same.

2013 to 2017

November-2013 to Mar-2017 with **Dahyalal T. Shah, & Pipe Traders (Siyaganj, Indore M.P.)**

Account Executive

Key Deliverables:

- Maintaining Records of all Ledgers for both Firms.
- Maintain Cash Book, Purchase Register, and all entries in Books of Accounts for both firms.
- Maintain Bank Reconciliation Statement for all Accounts for Both the firms.

Areas of Interest

Listening Songs and Watching movies, Playing Cricket, Reading books, Chatting, Net blogging sharing with friends.

Declaration

I hereby declare that information given above is true to best of my knowledge and belief.

Date:

Place: INDORE

HARSH DUBEY