

Rajendra Singh



Add.-Punjabi Bagh, Delhi.

E-mail id:-rajendra9161@gmail.com

Contact no.-8192839565,7906893283

OBJECTIVE:-

- To achieve a Best career in Progressive Environment, where I can Actively Devote my Creative Abilities. I want to achieve excellence in my Profession & Reach High Avenues in an esteemed Organization.

QUALIFICATION:-

- High School: from U.K board in Academic year 2008- (58%).
- Intermediate: from U.K board in Academic year 2011- (47%).
- B.com: from Kumau University Nainital 2017- (47%).

PROFESSIONAL QUALIFICATION:

12 Months Certified Industrial Accountant course from ICA+ (The Institute of Computer Accountants, Rudrapur).

- Business Computer Application.
 - Window XP, Window 7, window8.
 - MS-Office 2007(Word, Excel, PowerPoint)
 - Internet
- Tally Erp
- EFP, ESIC & GST.

EXPERIENCE:

- Now I am doing job at Chaudhary Transport Company, Delhi as an Account executive & Tender executive from 19.2.2018 to till now.
- I have 3 year 3.5 month experience at Konarak Global Services Rudrapur as an Account executive & Tender executive. (15.10.2014 to 15.02.2018)

JOB PROFILE:

Accounts Work

- Billing.
- Maintain creditor & Debtor accounts.
- Bank reconciliation.
- Sale, Purchase, Debit Note, Credit Note & Journal entry posting on tally.
- GST return data preparation
- GST challan preparation and online challan deposit.
- GST input/2A Checking.
- Cash handling.
- Balance sheet data preparation.
- Income tax return detail preparation.
- Internet banking & bank related all work.
- Salary sheet preparation and deposit.
- EPF & ESIC challan preparation and online deposit.
- Online employee KYC & EPF withdraw.

Tender Work

- All Tender related work.
- EMD & Tender fees Preparation from bank.
- Tender search online & Offline on govt. department.
- Tender preparation.
- Online tender submission.
- Offline tender submission

Personal Details:

- | | |
|------------------|---------------------------|
| ➤ Name | :Rajendra Singh |
| ➤ Father Name | :Pratap Singh |
| ➤ Date of birth | :04/10/1992 |
| ➤ Sex | : Male |
| ➤ Marital status | :Married |
| ➤ Language known | :Hindi, English, kumauni. |
| ➤ Nationality | :Indian |

Hobbies

- Listening to music, playing cricket, Driving & Watching movie.

DECLARATION:-

- I hereby solemnly affirm that all the information furnished above are true the best of Knowledge and belief.

DATE:..... Signature