

PIYUSH DUBEY

H.No.10 Futiya National highway-2 Saiyadraja

Chandauli 232110, Uttar Pradesh

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Dubeypiyushpratap@gmail.com

Summary

I am working last One and half year as an Accountant and I like to finish work at time, I am hard worker.

My Routine Work:-

1. Accounting and Data Entry in software Tally ERP 9 (Day Book (Cash payment and receipt) Purchase Invoice, Sale Invoice, Production sheet, Consumption sheet, Bank Statement).
2. Raw Material Purchase and Stock Maintain (R.G.-1 Form and Form- 4).
3. Generate E-way bill of Cement and Clinker
4. Data entry of Hotel and Model shop.

Education

Mahatma Gandhi Kashi Vidyapith

Bachelor of Commerce

Varanasi, Uttar Pradesh

Graduated May 2019

Employment History

SHREE GOVIND GROUP OF INDUSTRIES

Accountant

Mughalsarai, Uttar Pradesh

July 2018 – Present

All India news 24*7

Informer

Saiyadraja, Uttar Pradesh

November 2017 – March 2018

Professional Skills

* Accounting

*Computer Data Entry

*MS Excel

*MS Word

*Tally ERP 9

*Bookkeeping