

CURRICULUM VITAE

NEERAJ SINGH RANA

Present Address

Flat No. 56, Binsar Apartment,
Abhay Khand-IV, Indirapuram,
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OBJECTIVE

A drive to achieve career growth and managerial excellence through Leadership, Teamwork, sheer hard work, Continuous Learning and application of knowledge.

PROFILE IN BRIEF

- Having more than 1 year experience in the field of management of books of accounts;
- Having working experience of tally version i.e. tally 7.2 & tally 9 (included tally ERP.9);
- Having working experience of preparation of books of accounts;
- Working experience of calculation of GST;

WORK EXP:

1 Year

- Worked with M/s Karna & Associates at Indirapuram, Ghaziabad as an Account Assistant
- Worked with M/s MNP Consultancy at Noida as an Account Assistant.

ACADEMIC QUALIFICATION

COURSE	YEAR	UNIVERSITY
M.Com	Pursuing	IGNOU
B.Com	2017	Delhi University
12th Commerce	2014	C.B.S.E.
10th	2012	C.B.S.E.

COMPUTER PROFICIENCY:

- **MS Office (Word & Excel)**
- **Accounting Software i.e. Tally 7.2, 9 & updated version of ERP.9**

Personal Profile

Date of Birth	:	09/02/1997
Father's Name	:	Sh. R. S. Rana
Sex	:	Male
Nationality	:	Indian
Religion	:	Hindu
Home Town	:	Uttaranchal
Marital Status	:	Single
Language Known	:	English & Hindi

Date:

Place:

(Neeraj Singh Rana)