



CURRICULUM VITAE

DHANUSH TANWAR

Phone: 9899187547

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CAREER OBJECTIVE:

To be an integral part of the growth oriented organization and work in a challenge and dynamic environment. To contribute to the development of the organization which I represent and serve while concurrently upgrading my skills and knowledge.

EDUCATIONAL QUALIFICATION:

Degree	University/Board	Percentage /Division
SECONDARY	H.B.S.E	1 ST
SR.SECONDARY	H.B.S.E	1 ST
B.com	M.D.U	2 nd
MBA	M.D.U	Pursuing

KNOWLEDGE &SKILLS:

- Certified in advance MS OFFICE of Computer
- Knowledge of Tally ERP 9,Busy, EMS Tally ERP and SDS software
- Internet (Research, Mail, Site Usage) & all basic functions relating to computer
- English and Hindi Typing knowledge (Speed Limit 32 wps)
- Making Debit & Credit Notesagainst shortage and supplementary invoice
- Accounts receivable and payable
- Day to day accounting
- Books keeping

WORK EXP:

- Currently working in KARAN AUTOMOTIVES PVT. LTD.
- One-year work experience of Accounts (with GST) in Laxmi Narayan and Sons.

STRENGTH:

- Believe in Team work
- Combination of hard work and smart work
- Ability to take Challenges and Initiatives
- Friendly in nature

PERSONAL INFORMATION:-

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|------------------|--|
| ➤ Date of Birth | - JUNE 24,1994 |
| ➤ Father's Name | - Mr. RAJENDER TANWAR |
| ➤ E-mail | - dhruvtanwar0001@gmail.com |
| ➤ Address | - FCA-1544 BLOCK-C SGM NAGAR NIT FARIDABAD -121001 |
| ➤ Nationality | - Indian |
| ➤ Marital status | - Unmarried |

DECLARATION:

I hereby confirm that the information furnished above is true to the best of my knowledge and belief.

DATE: -

PLACE: -

(DHANUSH TANWAR)