

ASHISH

E-mail :ashish8285945463@gmail.com

PERSONAL DETAILS

Father's Name :Mr. Makan Singh
Mother's Name : Mrs. Laxmi Devi
Date of Birth : 01March 1994
Marital status : Unmarried
Gender : Male
Contact Address : H No. 255 Sourabh Vihar,Jaitpur, Badarpur, New Delhi-110044
Mobile : +91 8285945463

ACADEMIC QUALIFICATION

Year	Course	Board/University
Pursuing	M.COM	IGNOU
2016	B.COM	DU
2011	12th	CBSE
2009	10th	CBSE

COMPUTER AND OTHER SKILLS

- Certificate of Industrial Accountant Course(ICA),South Ex. Tally ERP 9
- MS -Office
- E-mail
- Internet

WORKING KNOWLEDGE

- Passing journal entries related to day to day business transaction
- Bank reconciliation
- Generating invoice
- Work related to MS Excel
- Online payment (RTGS,NEFT,Cheques,etc)
- Petty cash handling

- GST portal knowledge
- TDS and Computax knowledge
- Online Income tax/GST payment
- Vendor Reconciliation

EXPERIENCE

- Working as an Accountant with National Power Training Institute from August 2015 to July 2019.
- Worked as an Accountant with Global Express Logistics for 8 months.

LANGUAGES KNOWN

- Hindi and English

CAREER OBJECTIVES

Seeking a position as an Accountant where extensive experience will be further developed and utilized.

OTHER INTERESTS

- Internet Surfing
- Playing Cricket

STRENGTHS

- Good communication skills
- Fast learner
- Hard Working
- Problem Solving ability
- Able to work in critical conditions
- Open to new ideas

DECLARATION

I hereby declare that the above given information is up to my knowledge.

Place :New Delhi

Date :

SIGNATURE