

CURRICULUM VITAE

Navneet Kumar Rajput

Permanent Address:

Vill.:-Shahabazpur

Post – Mandawar

Distt.- Bijnor (U.P.).

Present Address :

Block-A Nandgram Ghaziabad-201003

Email:rajputnitin4u@gmail.com

Mob. No: +918587817757

Career Objective-:

I strive to secure a challenging position and grow within the organization through understanding of the company's work-culture & observe integrity in my execution; be a part of its growth and add value through my hard work & perseverance.

WORK EXPERIENCE-:

Sl. No.	NAME OF ORGANISATION	DEPARTMENT	DESIGNATION	WORKSPAN
1	Paridhi Udyog Pvt. Ltd.(Noida)	Accounts	Account Executive	Dec-2012 To Till Date

ROLL & RESPONISIBILITIES:

- Maintaining Purchase Ledger & Sales Ledger.
- Day to day update data In Tally ERP 9.
- Responsible for voucher entries.
- Preparing of case & annual return file.
- Handling TDS & GST other tax work.
- Making data in word & excel.
- Computation of GST Return Made & Filling Online, Generate E-Way Bill .
- Bank Reconciliation

Educational Qualification

- Completed the 10th Standard from CBSE Board in 2010 With 50%.
- Completed the 12th Standard from UP Board in 2012 With 68% .
- Completed B.B.A. from CCS University in 2015 With 65%
- Continuations M.B.A. form AKT University.

Computer Proficiency: M.S. Word, Excel, Tally ERP 9 & Internet.

Strengths:

- Ability To Learn
- Hard-working
- Quick-Learner
- Flexible

Personal Details

- Father's name : Rudra Kumar
- Date of Birth : 20-Sep-1994
- Gender : Male
- Marital Status : Single
- Languages Known : English, Hindi
- Religion : Hindu
- Hobbies : Playing Cricket, Listening Music & Travelling
- Nationality : Indian

I hereby declare that the information provided above is correct and true to the best of my knowledge and belief.

Date :

Place: Ghaziabad

Navneet Kumar Rajput