

RAHUL SHARMA

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Vihar, Ghaziabad (UP) 201001

CURRICULUM
VITAE

CAREER OBJECTIVES

- To secure a challenging position in a reputed organization to expand my learning, knowledge & skills.
- To solve problems in a creative and effective manner in a challenging position.

ACADEMIC CREDENTIAL

EXAMINATION	UNIVERSITY/ BOARD	YEAR OF PASSING
B.COM	Chaudhary Charan Singh University	Awaited for the Result
XII	CBSE	2017
X	CBSE	2015

COMMUNICATIONSKILL

LANGUAGE	PROFICIENCY
HINDI	READING, SPEAKING, WRITING
ENGLISH	READING, WRITING

OTHERPROFICIENCY

- Well versed with Tally ERP.9, MS Word & MS Excel.
- Maintaining day to day accounting.
- Preparation and finalization of data for GST returns.
- Preparation and finalization of data for TDS returns.
- Well acquainted with software's like Compu office & Clear tax.
- Maintaining file records and other office related jobs.
- Skillful in dealing with clients.

WORK EXPOSURE

Manoj Mohan & Associates, Noida (October 2019 - Till date)

Audit Assistant

ASSIGNMENT HANDLE

Assignment	Client Name
Accounting , GST, TDS	Bureau of Indian standards

PERSONAL INFORMATION

NAME	RAHUL SHARMA
FATHER'S NAME	OM PRAKASH SHARMA
MOTHER'S NAME	GUDIYA SHARMA
DATE OF BIRTH	14 TH Sept. 1999
HOBBIES	LISTENING MUSIC AND TRAVELLING TO HILLY AREAS.

DECLARATION

I do hereby declare, that all information provided above are true and correct to the best of my knowledge.

DATE:

PLACE:

(RAHUL SHARMA)