

# **CURRICULUM VITAE**

**Umesh Gautam**

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## **CARRIER OBJECTIVE:**

I wish to join a progressive and professional organization which would give me an opportunity to explore my talents and knowledge and at the same time use the same for reaching the expectations of the company I am joining. This would also contribute towards my personal and professional growth.

## **Acedemic Qualification:**

- ❑ B.Com Completed from CCS university meerut.
- ❑ Senior Secondary from U.P.Board 2009.
- ❑ Higher Secondary from U.P.Board 2007.

## **Professional Qualification:**

- “Certified Finance Executive” Course from f-tec computer education.

## **Work Knowledge:**

- ❑ Follow up Vendor for Invoice and Materials.
- ❑ Make the Purchase order.
- ❑ Make the Job Request.
- ❑ Materials trace of vendor.
- ❑ All Documents update on Google.
- ❑ All G.S.T Work.
- ❑ Sale Purchase entry in GST Portal.
- ❑ TDS related Works.
- ❑ Butterfly valve semi finish entry and finish entry on ERP.
- ❑ Vendor Payment follow-u.
- ❑ Make the cheque request
- ❑ Fill the form E-Way Bill

- ☐ Make Salary & wages payable.
- ☐ All Backup data smoothly.
- ☐ ESI & PF Work.

### **Professional Experience:**

- ☐ 2 Year work in **Ramesh paints &H\W Store** as an accountant sec-27 noida.
- ☐ 2 year work in **BRAVIA IT SOLUTIONS PVT.LTD.** as an accountant Paharganj New Delhi.
- ☐ Presently working in **ADO ADDITIVES TECHNOLOGIES LTD.** (Assistant accountant) Mayur vihar New Delhi.

### **HOBBIES:**

- ☐ Willingness to learn.
- ☐ Hard working.
- ☐ Commitment towards work.

### **PERSONAL DETAILS:**

Father's Name : Mr. Hoshiyar Singh  
Gender : Male  
Nationality : Indian  
Religion : Hindu  
Language known : Hindi, English  
Marital status : Unmarried

(I hereby declare that the above mentioned facts are true and fair to my belief.)

**Current Salary -22K**

**Notice Period- 30 days**

**Expected Salary-25K**

**DATE:**

**PLACE...**

**(Umesh Gautam)**