

# **RESUME**

## **VIVEK BHARDWAJ**

C/O Mahendra Kr. Sharma  
Keshav Nagar,Kumhar Toli,  
Phari Road,  
Ranchi - 834001 (Jharkhand)  
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## **CAREER OBJECTIVES:**

I want to work in an organization where I can enhance my skill and talent. And I Want to become an asset for the organization through the knowledge. And I always want to do better than best.

## **WORKING EXP :**

- **Currently Working as an Accountant in Arihant Agencies CFA of Continental India Ltd.**

My Job Profile-

1. Billing on SAP for the Dealer`s.
2. Maintaining Day to day Sales and Purchase of the Dealer`s.
3. Maintaining Day to day records Complain Tyres.

- **6 Months (Nov2014 to April2015) Work Experience as an Accountant in JEETENDRA K & CO.**

My Job Profile-

1. Working on Tally Erp 9.
2. Maintaining day to day Payment and Receipt and Other Works.

## **PROFESSIONAL QUALIFICATION:-**

- Pursuing **MCA** from IGNOU, Ranchi.

## **ACADAMIC QUALIFICATION:-**

- **B.COM** In 2012 from **Ranchi University** with 52% Marks.
- **BCA** In 2012 from **IGNOU Ranchi** With 54 % Marks.
- **I.Com** In year 2008 from **J.A.C Ranchi** with 53% Marks.
- **10<sup>th</sup>** In year 2006 from **J.A.C Ranchi** with 61% Marks.

**TECHNICAL SKILLS:-**

- Software** :- MS-OFFICE 2007, Tally.ERP9
- Language** :- J2EE,
- Package** :- ORACLE, MYSQL
- Assignment** :- Distributed Application for Banking Information And Management System using J2EE & MySql.

**EXTRA QUALIFICATION:**

- Certification in Computing **(CIC)** From IGNOU Ranchi.
- Diploma in Computer Application **(DCA)**.

**PERSONAL DETAILS:**

- Father's Name** :- Mahendra Kr. Sharma
- Date of Birth** :- 28<sup>th</sup> April 1989.
- Gender** :- Male
- Marital status** :- Single
- Religion** :- Hindu
- Nationality** :- Indian
- Language** :- Hindi, English.
- Hobbies** :- Listening Song & movies.

**DECLARATION:**

- This to certify that the following given details is true to the best of my knowledge and belief.

**Place:** Ranchi

**Date:-**

**vivek bhardwaj**  
**(Signature)**