

RESUME

ROHIT JAIN

PATEL NAGAR,GALI NO. 8,WARD NO.11, NARWANA, DISTT – JIND (HARYANA)

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OBJECTIVE

Seeking for a job to pursue a highly rewarding career and healthy work environment.Where I can utilize my skills and knowledge efficiently for the organizational growth.

Certification – Skill

- Getting Certificate of **HARYANA STATE CERTIFICATE IN INFORMATION TECHNOLOGY (HS-CIT)**.
- Getting certificate for successfully completed **TALLY ACE Securing Grade A⁺** authorized at (TIL) FROM **UNIQUE COMPUTER CENTRE NARWANA**.
- Getting certificate for successfully completed **GST USING TALLY Securing Grade A** authorized at (TIL) FROM **UNIQUE COMPUTER CENTRE NARWANA**.
- I am assuring that I can work in fields of **Finance, Banking, Manufacturing, Sales&Marketing, andEntrepreneurship** to name a few.
- Getting Certificate of **3rd ALL INDIATALLY COMMERCE ALL INDIA APTITUDE TEST**.
- Getting Certificate of **RAAH GROUP FOUNDATION**.
- Getting Certificate for Participation in Online Quiz on **“COVID-19 AWARENESS PROGRAMME”**organized by **PHARMACY INSTITUTE OF NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY**.
- Getting Certificate for **CERTIFICATE OF COMMITMENT** from **CENTRAL VIGILANCE COMMISSION**.
- Certificate of achieved **9th** Position in **COMMERCE KA AARJUN-2018 Contest**.
- Certificate of **PIET** for qualifying the first round of **PIET QUEST-2017**.
- Certificate of **PIET** for qualifying the Second round of **PIET QUEST-2018**.
- Getting Certificate for Participation in Online Quiz on **“AYUSH YOGA QUIZ”**organized by**MINISTRY OF AYUSH GOVERNMENT OF INDIA**.
- Getting Certificate for Participation in Online Quiz on **“ COVID-19 GENERAL QUIZ ”**organized by **NSS UNIT OF GOVERNMENT GIRLS INTER COLLEGE (NATIONAL SERVICE SCHEME)**.
- Getting Certificate for Participation in Online Quiz on **“AYUSH SANJIVANI QUIZ”**organized by**MINISTRY OF AYUSH AND GOVERNMENT CONGRATULATE OF INDIA**.
- Getting Certificate for Participation in Online Quiz on **“ LIFE OF MAHATMA GANDHI JI ”**organized by **NSS UNITS OF APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY (NATIONAL SERVICE SCHEME CELL)**.
- Getting Certificate for Participation in Online Quiz on **“ EK BHARAT SHRESHTHA BHARAT QUIZ ”**organized by **MINISTRY OF TOURISM AND GOVERNMENT CONGRATULATE OF INDIA**.
- Getting Certificate for Participation in Online Quiz on **“ QUIZ COMPUTER EXAM ”**organized by**SDI-SKILL DEVELOPMENT INSTITUTE**.
- Getting Certificate for Participation in Online Quiz on **“ FOOD SAFETY QUIZ ”**organized by **DEPARTMENT OF FOOD TECHNOLOGY , AKS UNIVERSITY , SATNA { MP }**.
- Getting Certificate for Participation in Online Quiz on **“ STAY AT HOME , STAY LIVES PLEDGE ”**organized by**SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY**.
- Getting Certificate for Participation in Online Quiz on **“ NUTRITION EDUCATION PROGRAMME ”**organized by **ICMR – NATIONAL INSTITUTE OF NUTRITION DEPARTMENT OF HEALTH RESEARCH**.
- Getting Certificate for Participation in Online Quiz on **“ IFS – FORENSIC INVESTIGATION QUIZ ”**organized by**IFS – INTERNATIONAL FORENSIC SCIENCES , PUNE .**

- Getting Certificate for Participation in Online Quiz on “ **TECHNICAL QUIZ ON ELECTRICAL MACHINES** ”organized by**AISSMS INSTITUTE OF INFORMATION TECHNOLOGY , PUNE.**
- Getting Certificate for Participation in Online Quiz on “ **LIFE SCIENCE QUIZ** ”on the occasion of**WORLD ENVIRONMENTAL DAY ON 5th JUNE , 2020.**
- Getting Certificate for Participation in Online Quiz on “ **ROLE OF GOVERNMENT TO COPE WITH PANDEMIC COVID-19** ”on the occasion of**WORLD ENVIRONMENTAL DAY ON 5th JUNE , 2020.**
- Getting Certificate for Participation in Online Quiz on “ **CORONAVIRUS (COVID-19)** ”organized by**VYAS INSTITUTES OF HIGHER EDUCATION.**
- Getting Certificate for Participation in Online Quiz on “**HEATING , VENTILATION AND AIR CONDITIONING (HVAC)**”organized by**BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY.**
- Getting Certificate for Participation in Online Quiz on “**MICROCONTROLLERS AND EMBEDDED SYSTEM DESIGN**”organized by**ERO TECH SOLUTIONS HUDERABAD.**
- Getting Certificate for Participation in Online Quiz on “**HOW TO BECOME A SUCCESSFUL ENTREPRENEUR - ATAMNIRBHAR**”organized by**SCHOOL OF OPEN LEARNING , NEW DELHI.**
- Getting Certificate for Participation in Online Quiz on “**INTERNATIONAL YOGA DAY E-QUIZ**”organized by**SNS COLLEGE OF TECHNOLOGY , COIMBATORE.**
- Certificate of **VADHIK SIDHANTWALI EXAM-2014** for qualifying from **ARYA BOYS SCHOOL,NARWANA.**
- Certificate of **CHARACTER** from **MAHARISHI DAYANAND PUBLIC SCHOOL.**
- Certificate of **CHARACTER** from **ARYA SENIOR SECONDARY SCHOOL.**

ACADEMIC - QUALIFICATION

- *Passed B.com (2nd year) from Delhi University , New Delhi.*
- *Senior Secondary Examination* Passed from *BSEH Bhiwani* with 89%.
- *Secondary Examination* Passed from *BSEH Bhiwani*with 88.4%.

WORKING EXPERIENCE

- *Worked asTally Accountant in S.D. Public School and RGSD College ,Jind Road,Narwana.*
- *Worked asTally Accountant in Ram Kumar Government Contractor,Narwana.*
- *Working asTally Accountant in Dhan Singh Malik Government Contractor,Narwana.*

PROFESSIONAL - QUALIFICATION

- *Getting certificate for successfully completed ONE YEAR COMPUTER APPLICATION COURSE from RAI COMPUTER CENTRE NARWANA.*
- *Getting certificate for successfully completed TALLY ACE CERTIFICATE FROM UNIQUE COMPUTER CENTRE NARWANA.*

COMPUTER - KNOWLEDGE

- Good Practical Knowledge of Operating System especially in Windows 7, **Windows 8.1**& Windows 10.
- Knowledge of Computer Applications.

HARDWARE

- Practical use (**Assembling & Disassembling**) of computer Hardware like **Printer,Scanner,Mike, Webcam, Pen Drive** etc.

INTERNET

- Online surfing, **Gmail, Google Drive**, Online forms, Uploading-Downloading, **E-Commerce** etc.

MICROSOFT – OFFICE – 2013, 2016

- Good Practical Knowledge of **MS Office** especially in **Word, Excel, Power Point**.
 - **MS-Word**
 - Letter Drafting, Resume Writing and Mailing & Printing work. Working with Pictures & Charts in documents.
 - Working with Tables, Images, Heading, Sub Heading, Multilevel list etc.
 - Good Typing Speed. (English & Hindi)
 - Practice of Shortcut commands for smart & fast work.
 - **MS-Excel**
 - I can make all type of reports as per business requirement in **Excel** like Salary Sheet, Balance Sheet, and Attendance Register etc.
 - A deep practical knowledge of all commands, Formulas & Functions in MS-Excel.
 - Especially **IF Nested & Lookup, Financial** Functions in Excel.
 - **MS-PowerPoint**
 - Practical knowledge of all commands for Presentation Designing in Power Point.
 - To give a Seminar & Presentation with the help of PPT.

TALLY.ERP 9

- Good Knowledge of Tally.ERP 9
- **Voucher Entries**
 - Bill Wise
 - Interest Calculations
 - Budget & Control Accounting
- Pay Roll
- Account Finalization
- Inventory Features
- **Taxation**
 - GST, TDS.

HOBBIES

- Reading Books, News Papers
- Surfing on Internet
- Watch Motivational Videos, Seminars.
- Time spends with computers

PERSONAL - INFORMATION

Father's Name	:	Sh. Jasvir Jain
Date of Birth	:	02-09-2000
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	Hindi, English
Category	:	General
Aadhar No.	:	2461-8191-8911

DECLARATION

I hereby declare that all the information provided by me are true and accurate according to my knowledge.

Date : ____/____/____

Place: _____

Signature