

CURRICULUM-VITAE

RAJESH KUMAR BEHERA

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OBJECTIVE CAREER

To work with an organization that would provides a learning environment and opportunities for professional growth to achieve to organizational goal and to grow with the growth of the company.

EDUCATION QUALIFICATION

- **B.com**-passed from Utkal University, Orissa in 2013.
- **12th**-Passed from Council of Higher Secondary Education, Orissa in 2010.
- **10th**-Passed from Board of Secondary Education, Orissa in 2008.

COMPUTER SKILL

- Tally 7.2, Tally.ERP9 , with VAT, TDS, Service Tax & Payroll from **Tally Academy**, Sahibabad, Ghaziabad, in 2013.
- Best knowledge of Internet and MS Office 2007
- Advance Excel Vlookup, Hlookup, Vlookup & Hlookup Match Index, Sumproduct ,Pivot Table, Frequency Etc, in **Edumore Training Center**, Sahibabad, Ghaziabad, in 2013.

WORK EXPERIENCE

- **UKG HOMES PVT.LTD**
- **November - 2014 to May-2016.**
- Experience in UKG Homes Pvt. Ltd. Ishaan Corporate Tower, C-23, 2nd floor, Sec -13, Vasundhara, Ghaziabad. as an Accounts / Finance Assistant.
- I have worked in UKG Homes Pvt. Ltd. Tally ERP9 Receipt, Payment, Contra, Journal, Voucher, Receivable, Payable and Bank Reconcile

HOBBIES

- Surfing Internet.
- Reading Motivational book.

STRENGTH

- Like to face Challenging Situation.
- Believe in Teamwork.

PERSONAL DETAILS

FATHER'S NAME	:	Jadumani Behera
DATE OF BIRTH	:	05 Th June 1993
MARITAL STATUS	:	Unmarried
NATIONALITY	:	Indian
SEX	:	Male
LANGUAGE KNOWN	:	English, Hindi, & Oriya

DECLARATION

I hereby that the information is true and correct above with the best of my knowledge & belief

DATE.....
PLACE.....

(Rajesh Kumar Behera)