

CURRICULUM VITAE

Applying for the post of: - Accountant

Objective:-

Interested in working with a reputed and well managed organization where my potential and utilized to the fullest, hereby leading to the growth of both the organization as well as my career in the organization.

Personal Details:-

Contact No. 098051-59321

Name	RAJIV KUMAR
Father's Name	Sh. Balwinder Singh
Mother's Name	Smt. Rani Devi
Date Of Birth	31 st March 1993
Sex	Male
Marital Status	Unmarried
Contact No	098051-59321, 94591-68497
E-Mail	rajivpathania93@gmail.com- Sethikumar1993@gmail.com
Address for Correspondence	V.P.O Saloh Beri Tehsil Ghanari Distt. Una (H.P)
Permanent Address	V.P.O Saloh Beri Tehsil Ghanari Distt. Una (H.P)

Working Experience:-

- Working with **Jindal Medicot Ltd, Amb Distt. Una (H.P)** as an **Exe. Accountant** from 1st April 2016 to till date a manufacturing unit of Personal Care and Hygiene Products.
- Worked with **Aerowin International, Baddi Distt. Solan (H.P)** as an **AssttAccountant** from **(1St Sep. 2013 to 30 September, 2015)**, a manufacturing unit of Kitchen Home Appliances, Electric Fans for the repudiated Brand "USHA"

Job Profile: +-

- Received "C" form Debtors and Issue "C" to Creditors.
- Knowledge of "H" form and issue "H" form to Creditors.
- Knowledge of "E-1" form and issue "E-1" form to debtors.
- Making Online Sale Tax, Service Tax Returns.
- Making Debit Note & Credit Note.
- Knowledge of TDS & TCS
- Handle Debtors & Creditors Accounts Reconciliation.
- Sale Tax Assessment (ITC).
- Check and verify Purchase and Sale Bills.
- Dealing with Govt. Offices: - Sale Tax Assessment & Banks.
- Entry Tax Return.
- Knowledge of GST.
- Handling and Checking all Data Entry in SAP, ERP & Tally

Educational Qualification:-

- M.Com perusing
- B.Com from H.P. University Shimla.in 2013 with (63%)
- 10+2 from H.P.B.S.E. in 2010 with (64%)
- 10th from H.P.B.S.E. in 2008 with (67%)

Computer Skills:-

- One year Diploma in Computer Application.

Achievement:-

- Activity participated in NCC Camps.

Personality Traits:-

- An achiever who always works in organized manner.
- Committed to excellent social activities.
- Impressive personality with a pleasing attitude and friendly approach.
- Strong believer of teamwork as a critical factor for success.

Hobbies:-

- Playing Cricket.
- Listening Soft Music.
- Interacting with new people.
- Travelling to new place.

Strength: -

- Hard working
- Self confidence
- Positive Attitude
- Good Typing Speed

Expected Salary: -

- Negotiable.

Notice Period:-

- 15 to 30 days

Declaration: -

I hereby declared that all the above information given by me is true the best of my knowledge.

DATE:

PLACE: UNA (H.P)

(Rajiv Kumar)