



Anil Kumar Saini

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Mob – : +91-9950203286 , 7014049508

CAREER OBJECTIVE:-

To constantly strive towards perfection in my field through optimum utilization of my knowledge and strength with full commitment and conviction to become a valuable asset for the organization

ACADEMIC QUALIFICATIONS:-

COURSE/ DEGREE	COLLEGE/INSTITUTE / UNIVERSITY	YEAR OF PASSING	RESULTS
M.COM	SHEKHAWATI UNIVERSITY	2018	Appearing
B.COM	RAJASTHAN UNIVERSITY	2014	PASS
12TH	RBSE -AJMER	2009	PASS
10TH	RBSE- AJMER	2006	PASS

DOMAIN KNOWLEDGE /OTHER QUALIFICATION:-

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- MS. Office, Ms-excel, Internet.
- Tally 9. course
- Accounting entries
- Knowledge of computer repairing, motherboard problems & any software Problems.

WORK EXPREANCE:-

Company Name : HDFC BANK Ltd.
Fatehpur(sikar) Branch

Dejection Monitaring team and report Daily MIS to coordinator all
System work , loan application , account opening, loan
Disbursement .

Experience : Oct.2016 to Till Date.

Company Name : Amol enterprises Pvt. Ltd.
: Laxmi krupa, Gopal nagar, Raod no.1 Dombivali (E)
(Mumbai.) Pin-421201

Dejection : Computer Operator, Working- Purchase & Sales Invoice,
billing entry

Experience : 7 months

Company Name : Jay Ind. Chemicals Pvt. Ltd.
: Plot no.104/116/155,M.I.D.C.,Phase 1, Dombivali (Thane)
Maharashtra, 421203

Dejection : Account assistant, Working- Parties goods entries, Daily grey
stock entry, Daily Routing and goods in process entries

Experience : Relative 1 year's 5 months, 10 AUG.2011 TO 15 JAN.2013.

EXTRA CURRICULAR ACTIVITIES:-

- N.C.C.- 'A' Certificate
- **National Skill Development Corporation (N.S.D.C.) Certificate in banking and Finance.**
- Rajasthan State Certificate Course in Information Technology (RSCIT) Vardhaman Mahaveer Open University Kota (Rajasthan), By RKCL.

INTERESTED:-

- Listens to music and playing Cricket.

PERSONAL PROFILE:-

Name : **Anil Kumar Saini**
Father Name : Sh. Jagdish Prasad Saini

Address permanent : Vill- Setho ki kothi, Near- Govt School, Post-deenwa jatan
Teh – Laxmangarh, Dist- Sikar, Rajasthan 332311

Languages : Hindi, English, Marathi and local language.

PROFESSIONAL SKILLS:-

I have a balanced mix of aptitude and attitude .I enjoy taking responsibilities.And Thrive working in a group. I am a disciplined hard worker, avid and a fast learner. I hereby declare that the above mentioned particulars are true to the best of my knowledge.

Date:

Place: - Laxmangarh

Signature:

Anil Kumar Saini