

CURRICULUM VITAE

SIKANDER DUBEY



OBJECTIVE

To enhance my knowledge, skills and capabilities by working in a dynamic organization and simultaneously contribute effectively to the growth of the organization.

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Profile Summary

Completed B.Com and one year diploma in Computer Course. Worked in Chartered Accountant Firm for two years and also in Computer Institute for seven months. Presently working in Asian Oilfield Services Ltd. in Pasighat Project as Accounts Assistant since November'17. High acquaintance in General Accounting, Journal Entry preparation, Microsoft office, Tally and Project Management.

Work Experience

- Two Years' Experience in Chartered Accountant Firm.
- One Year Experience in Computer Institute as Computer Teacher.
- Five months Experience in GST Work & Tally Software.
 - Daily Sales, Purchases & Other transactions entries in Tally Software.
- One year experience in Stores:
 - Keep updated inventory records.
 - Submitted purchases details (Vendors information, Invoices and pricing) to internal database.
 - Knowledge of warehouse software and MS Office.
 - Organize and maintain Inventory and storage area.
 - Forecasting supply and demand to prevent overstocking and running out of stock.
- One Year Experience in **Asian Oilfield Services Ltd.** Site Accountant Cum Store Keeper .

Education

| Exam. Passed | Year of Passed | Percentage |
|---|----------------|------------|
| 10 th | 2006 | 42% |
| 12 th | 2008 | 40% |
| B COM | 2011 | 50% |
| Post Graduate Diploma in Computer Application | 2016 | 83% |
| Appeared in CA Intermediate | | |

Personal Details

Name : Sikander Dubey
Permanent Address : Sahrauli Gaon, P.S. – Barhalganj, Distt.- **Gorakhpur (Uttar Pradesh)**

Passport no. : P5938181 Expire on : 27-11-2026
Father's Name : Atmadhar Dubey
DOB : 23/11/1990
Marital status : Unmarried
Nationality : Indian
Hobbies : Reading books, Listening to Music and Playing Badminton
Language : English, Hindi, Assamese

Current Address : Railway Colony, Dibrugarh ,Assam