**CAREER OBJECTIVE**

My objective is to obtain a responsible and challenging position in a progressive organization where my educational and diversified experience across several industries would have a valuable contribution.

**ACADEMIC CREDENTIALS**

|  |  |  |
| --- | --- | --- |
| **Year** | **Examination** | **Institution** |
| 2015 | Masterof Commerce | Maharshi Dayanand Saraswati University, Ajmer |
| 2013 | Bachelorof Commerce | Maharshi Dayanand Saraswati University, Ajmer |
| 2009 | Senior Secondary | Shri Gandhi H. S. school, Gulabpura, Bhilwara |
| 2007 | Secondary | Board of Secondary Education, Rajasthan |

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Duration** | **Responsibilities** |
| One Point One Solutions PvtLtd, Gurugram | November 2017 – Till Date | * CRE for Airtel Digital TV |
| ADA Finance, New Delhi | July 2017 – October 2017 | * Handling of company Petty Cash Book. * Sales and Purchase Voucher Creation in Tally * Vendor Bill Generation in Tally * Worked on accrued revenue and accrued cost on monthly basis * Bank Reconciliation of every month. |
| Chaudhary Tyres, Gulabpura, Rajasthan | June 2016 – June 2017 | * Tyres and Auto Parts * Procurement, Sales and Marketing * Accounts Management |
| Bhilwara Agro Auto Services Pvt Ltd, Bhilwara Rajasthan. (Mahindra & Mahindra Dealer) | Sep 2015 - June 2016 | * Worked as an accountant and used Tally * Coordination between sales and accounts departments * Handling client’s queries using DMS software |
| Chaudhary Transport, Gulabpura, Rajasthan | Aug 2014 - Aug 2015. | * Worked as an accountant * Coordination between multiple branches * Inventory Management |

**OTHER SKILLS**

* Extensive knowledge of spreadsheet package (Microsoft Excel).
* Hands on experience of word-processing application (Microsoft Word).
* Working knowledge with Internet and Emails.
* Knowledge of Accounting packages like Tally.
* Marketing and sales experience.
* Familiar with Hindi & English Typing.

**PERSONAL PROFILE**

Date of Birth : 05th March 1990.

Language Proficiency : English and Hindi

Address : 1404, Sector 17C, Sukhrali, Gurugram, Haryana 122001

Hobbies : Cricket, Listening music, Travelling.

