**Curriculum Vitae**

**Harender Kumar Saini**

Mokshpuri, Gola Barh, Rohta Road Meerut-250002

**E-mail ID** – [Harendersaini786@gmail.com](mailto:Harendersaini786@gmail.com) **Mob. No. 09627441241**

* **HIGHLIGHTS**

B. Com. in Commerce from CCS University Meerut in 2012.

* **CAREER OBJECTIVE**

Adding value to the organization by being a productive and an efficient leader multifaceted challenge is what I am at, to purse my goals and rise above in my career graph. For meeting the above, I have three ds as weapon in my arsenal, viz, determination, dedication and diligence.

* **CORE COMPETENCIES**

Hardworking, Self-confident, Good communication skills, Open minded, Positive thinker.

* **ACADEMIC PROFILE**

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| **YEAR** | **INSTITUTE** | **QUALIFICATION** |
| 2012 | CCS University, Meerut | B. Com |
| 2008 | UP Board | Senior Secondary |
| 2006 | UP Board | Matric |

* **EXPERIENCE**

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| **organization** |  |
| shreevasu Automobiles ltd | Five Years Experience of Accountant presently working in this Organization. |

* **Professional Qualification**

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| MS Office + MS EXCEL+ English Typing + Tally 9.0 ERP. |

* **Job Responsibillties**

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| 1. Enter posting of purchase, sales, payment, receipt collection & journal voucher. 2. Bank, Debtors & Creditors Reconciliation. 3. Cash Reconciliation. 4. Reconciliation of Bank Statement at the end of month. 5. GST R-1 Report End of the Month. |

* **INTERESTS**

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| READING | Newspapers, Current affairs and Self help books. |

* **PERSONAL PROFILE**

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| FULL NAME | Harender Kumar Saini |
| FATHER’S NAME | Shri Prakash Chand Saini |
| GENDER | Male |
| MARITAL STATUS | Married |
| NATIONALITY | Indian |
| DATE OF BIRTH | 2 April 1991 |
| LANGUAGES KNOWN | English, Hindi (Mother tongue) |
| PERMANENT ADDRESS | Mokhpuri, Gola Barh, Rohta Road, Meerut-250002 |
| Contact No. | 9627441241 |

* **DECLARATION**

I hereby declare that all the information provided by me in these curriculum vitae is factual and correct to the best of my knowledge & belief.

**PLACE:**

**DATE: Harender Kumar Saini**