

Amarjeet Kumar

Accounts Assistant

Sonipat, Haryana - Email me on Indeed: [indeed.com/r/Amarjeet-Kumar/4b80466a68aef04a](https://www.indeed.com/r/Amarjeet-Kumar/4b80466a68aef04a)

- > Endowed with a passion for winning as evinced through demonstrated excellence in the academic & extracurricular areas.
- > Abilities in handling multiple priorities, with a bias for action and a genuine interest in personal and professional development.
- > An enterprising individual with good interpersonal skills, analytical, comprehensive problem solving abilities & a willingness to learn.

Work Exposure:

- > Currently Worked Account Executive with Metal Cans Company, a Manufacturing Unit.

WORK EXPERIENCE

Accounts Executive

Metal Cans Company - Sonipat, Haryana - March 2017 to Present

Tally Erp 9, Busy Win 12.0, Sale & Purchase entry, Bank Entry on daily Basis, Party Reconciliation, Bank Reconciliation, make Debit note & Credit note Receivable & Payable

EDUCATION

B.Com in Accountant

IGNOU University - Delhi, Delhi
2005

ADDITIONAL INFORMATION

Computer Proficiency:

- > Three Months Diploma in Computer Software.
- > Tally 7.2 & 9.0 ERP
- > Internet

Personal Dossier:

Father s Name: Mr. Krishan Kumar

Language Known: English, Hindi