

AJAY KUMAR

H.NO.N.T-1700, MALKA GANJ

ROAD, DELHI-110007

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| **CAREER OBJECTIVE** |

To secure responsible and challenging position in fast paced open cultured organization offering growth potential and wide exposure to latest technologies, Where in my analytical and technical skills are put to optimum use for the organization, to keep it one step of competitors.

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| **KEY SKILLS** |

* Well-worse with computerized financial accounting system.
* Interacting with customers o a personal level providing exemplary customer

Service.

* An able guide in supervising and guiding group of account trainees.
* Methodical and practical approach with good analytical skills.
* Displayed ability to work with minimal supervision.
* Sale Tax ,GST, TDS, Income tax And Journal Entries and Day Book etc.

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| **EMPLOYMENT HISTORY** |

**R.K GAUTAM & ASSOCIATES (CHARTERED ACCOUNTANT) From- 12/02/2012 to 25/05/2013**

**RAJEEV SHUKLA & ASSOCIATES (CHARTERED ACCOUNTANT) From – 19/06/2013 to 05/12/2014**

**SATISH CHEMICAL INDIA PVT. LTD From 22/01/2015 to 11/06/2017**

**SIORA SURGICAL PVT.LTD From 12/06/2017 till date**

**Account Assistant (Full Time)**

* Reporting to Account Assistance
* Bank Reconciliation (BRS)
* Income Tax calculation.
* Handling creditor’s Bill passing.
* Working in Computerized accounting System.
* Tally Data entry Operator
* Balance sheet finalization

**Audit Assistant**

* Looking after day to day transactions.
* Checking & verification of books of accounts.

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| **EDUCATIONAL DETAILS** |

**Bachelor of Commerce, (2011) From**

Delhi University, with Second Division, Delhi

12th class from CBSE Board in 2007

10th class from CBSE Board in 2005

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| **TECHNICAL KNOWLEDGE** |

* Tally ERP 9 latest version
* MS-Office.
* MS-Excel and Internet etc.

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| **PERSONAL DETAILS** |

**Languages Known** : English & Hindi

**Father’s name** : Sh. Ram Nayan

**Hobbies** : Listening Music and Playing Chess.

**Marital Status** : Married.

**Date of Birth** : 21th January 1990

Reference can be furnished immediately upon request.

I hereby declare that the information furnished above is true to the best of my knowledge & belief.

**Place: Delhi.** **S d/-by**

**Date: -27/01/2021**

**(AJAY KUMAR)**

**note:**

**(salary expectation given below)**

**MY EXPECTATIONS AS UNDER**

**Salary drawn: -Rs. 25000/- CTC Monthly**

**Salary expectation: -28000/-**