**CURRICULUM VITAE**

**AMIT KUMAR**

**Mob : +917503879923**  
**E mail**: kamit3611@gmail.com  
  
**CAREER OBJECTIVE**:

[To obtain an accounting position where I will be able to contribute my skill and knowledge to a company that will give me an opportunity to develop my career.](http://www.greatsampleresume.com/resume-objectives/accounting-resume-objectives/able-to-contribute-my-skill-knowledge-and-experience/)

**ACADEMIC PROFILE**:  
- Master in Commerce from S.D Inter College Ghaziabad (2017).  
- Bachelor in Commerce from S.D Inter College Ghaziabad (2015).

- Intermediate from Golden Pubic School (2012).

- High School from Golden Public School (2010).  
  
**TECHNICAL SKILL SET**:  
**Software Packages**: Tally (ERP-9), Busy, Excel , Taxation , Basic Computer Skills.

**Language Proficiency**: English, Hindi (Verbal & Written).  
  
**ACADEMIC PROJECTS**:

- Plan and execute month/quarter/annual closure schedule.

- Approve Non-Standard & off Line Journal Entries & manual journals crossing materiality threshold.

- Maintenance of all day to day transaction in Tally Accounting Software ERP 9.

**TRAINING**:  
Having 1 year diploma in E-Acounting (Tally, Taxation, Busy ,Excel ) from Oxford Software Institute.

**Experience:**

Having 1 year experience in Natural Aromatics as Account Executive.

**PERSONAL DETAILS**:  
**Father's Name**: Mr. Suraj Pal Singh  
**Date of Birth**: 10 July 1994

**Marital Status :** Married  
**Hobby**: Playing Cricket, Listening to Music.  
**Address**: D 526 Sector 11 Pratap Vihar Ghaziabad   
**Contact No.**: 9910558446

**Declaration:**

I hereby declare that the information given above is true to best of my knowledge. If given a chance, I will try my best to come true to your aspiration and will prove my mettle in most trying situations.

**DATE: -**

**PLACE: - (AMIT KUMAR)**