**CURRICULUM VITAE**



Mobile**: +919693241133**

**RAJAT KUMAR MAHTO** Email Id**: rajatkumar0507gmail.com**

**rajatkumar0507@gmail.com**

* **PERSONAL PROFILE:**
* **Name :** RAJAT KUMAR MAHTO
* **Father Name :** LATE DHANESHWAR MAHTO
* **Date of Birth :** 05/07/1992
* **Religion :** HINDU
* **Marital Status :** Unmarried
* **Nationality :** Indian
* **Languages Known:** English & Hindi
* **Permanent Address:** Sahu Toli Lower Chutia Milan Chowk Ranchi
* **CARRIER OBJECTIVE:**

**A greatly experienced in Finance/ Accountaning sector having Overall 1.5 experience at ROYAL MARKETERS**

* **EDUCATION QUALIFICATION:**
* **S.S.C - Passed In 2008 (CBSE Board Ranchi)**
* **H.S.C - Passed In 2010 (CBSE Board Ranchi)**
* **B.COM (ACCOUNT HONS.) - Passed In 2013 (Ranchi University Ranchi)**
* **PROFESSIONAL QUALIFICATION:**
* **Accounting Diploma From Institutes of Computer Account ( ICA main Road)**

* **COMPUTER SKILLS:**
* Ms Office (Ms Word, Ms Excel, Power Point, Internet Concepts.).
* Tally ERP. 9
* Knowledge of Taxation Parts Also
* **Experience**

ROYAL MARKETER : AS a ACCOUNTANT Duration of woke ( 1 Year 5 months)

VEDIKA FINANCE Now Working in As a ACCOUNTANT (for last 6 month)

* **DUTIES & RESPONSIBILITIES:**
* Day to Day maintenance all expenses sheet and receipt money sheet
* Maintenance Purchase and sales entries.
* Bank Reconciliation statement
* Prepare Receipt and Payment voucher
* All Maintenance Done In TALLY ERP 9

**(PERSONAL ATTRIBUTES :( Teamwork, Handling Relationships, Leading or Influencing)**

* To work effectively within a Team.
* To Be Part of Extended Teams in Accountant Department.
* Good Organization Ability.
* Patience and Perseverance.
* Good Communication Skills.

**Declaration:**

I hereby declare above written particulars are true to the best of my knowledge and belief

I bear the responsibility for the correctness of the above mentioned particular

Name :- Rajat Kumar Mahto

Place :- Ranchi

1. FINAL MODEL GAS WELL PRODUCTION LINE # 1068 # 1027