**CURRICULUM VITAE**

INDRAJIT SINGH

At- Dahigora, P.O. - Ghatshila

Dist:- East Singhbhum

State:- Jharkhand.

Pin:- 832303

PH ; 0091-9204485796/08294185450

E-MAIL :- inderjeet\_singh2008.2008@rediffmail.com

**CAREER OBJECTIVE**

To pursue a career in highly dynamic and proactive environment to sharpen my skill and very enthusiastic in achieving the organization’s objective and become a successful person.

**ORGANISATIONAL EXPERIENCE**

1. Worked as ast. Accountant in Mansarovar Logistics Pvt. Ltd Jamshedpur ,

15/2/2005 to 10/4/2007

1. Worked as An Accountant in Ujjivan Finance Services Pvt.Ltd. Jamshedpur, 15/4/2007 to 13/9/2008
2. Working as an Accountant in S.K.Timber Jamshedpur, 5/10/2008 to 31/3/2010
3. Working as an Accountant in G N Enterprises ,Jamshedpur, 05/4/2010 to Continue.

**JOB RESPONSIBILITY :-**

1. Maintain the account of the branch office and prepare the day book.
2. Maintain Challan Report update and making Bills and chess payment.
3. Maintain Debtors and Creditors register and payment update.
4. Maintain Loading and unloading report and prepare bill.

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**EDUCATIONAL QUALIFICATIONS**

* B.Com Hons from Ranchi University Ranchi.
* 10+2 from Ghatshila College Ghatshila, under J.I.E.C.Ranchi.
* 10th from I.C.C.High School, MBR,Ghatshila, under B.S.E.Board Patna..

**PROFESSIONAL QUALIFICATION**

A. Operating System:-MS-DOS,WINDOWS

B. . Business Application:- Tally 7.2/9.0

**C**. Pursuing MBA in Finance distance education from Lovely Professional University

Punjab.(2012-14)

**HOBBY**

Listening music, play games & make friends.

**STRENGTH**

Doing hard labour to achieve higher points for both the company and myself.

**PERSONAL DETAIL**

Father’s Name :- Mr. Mer Singh

Date of Birth :- 14th June 1981

Sex :- Male

Marital Status :- Married

Languages :- English/Hindi/Punjabi

**Declaration**:- I hereby declare that the above particulars are true and

correct to the best of my knowledge & belief.

Date :

Place : Indrajit Singh