**Curriculum Vitae**

**SOURABH**

**Add. G/373 Sangam Vihar, Near Veer Bazar,**

**New Delhi-110062**

**email:-sourabhchowan@gmail.com**

**Mobile: 9897872934**

**Career Objective:-**

* To work for an organization which would help in value addition and serve as a spring board to move ahead in my career by providing me varied and challenging career opportunities and harness the best of my caliber.

**Working Experience:-**

* Three Years as IT & Admin Assistant IT in Ministry of Agriculture, Krishi Bhawan New Delhi-110001on contract basis w.e.f. 2012 to 31.12.2014.
* Four Year experience of Office Assistant (Admin) w.e.f Jan-2015 to 2017 continuing in 208 in Ministry of Communication, Department of Posts, Dak Bhawan in Accounts & Finance Wing New Delhi.
* Working as Office Assistant in Bureau of Police Research & Development Mehrauli Delhi.
* Presently Working on SAP Software, Tally software & M.S. Office, e-Office and Accounts Software, DDO Comp.

**Current Job Profile:-**

* Maintenance of All Files & Records on e-office.
* Noting & Drafting of concerned files.
* Data Analysis of working record Every Month.
* Preparation of DO letter as prescribed by the concerned officer.
* Working on detail profile (I/Tax, Sale Tax, Service Tax, GST etc).
* Preparation of Salary Bills Submission of Schedules.

**Computer Proficiency:-**

Well versed with Microsoft Office (MS Word, Excel, Power Point etc.)

* Diploma in Computer Application One year duration having contants as, M.S.Dos, M.S. Word, M.S. Office, M.S. Excel, Power Point, VB Language, Internet, Twitter.
* English Typing Speed 45 W.P.M and also knowing Hindi Typing.
* Deep Knowledge of Accounts on Tally 9.0 & Knowledge of e-Office Software

**Academic Qualification:-**

* High school from U.P. Board Allahabad in 2006.
* Intermediate with Commerce from U.P. Board Allahabad in 2009.
* Graduation (B.COM) C.C.S.UniversityMeerut U.P in 2012.
* Having NCC ‘C’ Certificate

**Personal Details:-**

**Father's/Name :** Shri. Ram Kishan

**Date of Birth :** 20th August 1990.

**Gender :** Male

**Marital Status :** Married

**Nationality :** Indian

**Religion :** Hindu

**Languages known :** Hindi, English**.**

**Hobbies :** Listening music, Reading books & News Paper

**Declaration:-**

**I hereby declare that the information furnished above is true to the best of my Knowledge.**

**Date:**

**Place: Delhi (SOURABH)**