**CURRICULUM VITAE**

**ANKIT DHIMAN**

M. NO. - 9536386143  
Email ID:-ankitdhiman540@gmail.com

**CAREER OBJECTIVE**

To obtain a challenging position in forward looking companies that require a highly motivated person to attain the objectives.

**PROFESSIONAL SKILLS**

* Knowledge of Tally 9 Software.
* Knowledge of Ms-Office, MS-Excel & Internet.
* Knowledge of TDS.
* Knowledge of Hindi Typing.
* Knowledge of Page Maker.

**STRENGTHS**

* A highly motivated individual who is always willing to put that extra bit of effort into any assignment.
* Ability to concentrate for long period of time, willingness to confront difficult problems and the will to perform under pressure.

**WORK EXPERIENCE**

**Working with TOMAR TRANSPORT, MUZAFFARNAGAR. As Accountant from June 2018 to till date.**

**Working with SHRI PARASNATH ALLOYS PRIVATE LIMITED, MUZAFFARNAGAR. As Accountant from April 2017 to May 2018**

**Working with GALAXY PAPERS PRIVATE LIMITED, MUZAFFARNAGAR. As Assistant Accountant from April 2014 to March 2017.**

**Responsibilities**

* Maintain day to day books of Accounts in Tally & reporting to the senior management.
* Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors.
* Maintain Store Accounts Book.
* Maintain Journal Entry Sale, Purchase & Other.
* TDS Return.
* GST Return.
* E-Way Bill.

***ACADEMIC RECORD***

* Completed Class Xthform U.P. Board, Allahabad in 2008
* Completed Class XIIthform U.P. Board, Allahabad in 2010
* Completed Graduate (B.Com) form C.C.S. University, Meerut in 2014
* Completed Post Graduate (M.Com) form C.C.S. University, Meerut in 2017

**PERSONAL DETAILS:**

Name : **ANKIT DHIMAN**

Father’s Name : SHRI DEVENDRA KUMAR

Date of Birth : April 06th 1993

Marital Status : Married

Address : North Rampuri, Opp. Power House

Muzaffarnagar - 251001

Mobile No. : 9536386143

Aim : Always try to complete my job sincerely & pleasing behavior

**DECLARATION:**

*I hereby declare that the above information are true to the best of my knowledge and believe. I promise to work with honesty and truth. I shall be highly obliged if you give a chance to show my work in your organization.*

Date:……………………….. **( ANKIT DHIMAN )**

Place:………………………. **M. No.9536386143**