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| |  | | --- | | **Arjun verma**  **E-mail Id :varjun243@gmail.com**  **Mobile : 97540-68507** | |
| **CAREER OBJECTIVE**: To utilize my knowledge and skills in industry and contribute myself with full involvement persistence and dedication for the growth of the organization.  **SUMMERY OF SKILL**     * Sincere and diligent with capacity to work for longer hours. * Focused, detail oriented and totally committed to organization objectives. * Excellent organization skills and detail oriented. * Provide thought leadership on improving the Investment Optimization process to better marketing. * Create and manage all Expense Authorizations including adjustments, reconciliation, and accruals.   **PRESENT WORK EXPERIENCE** ORGANIZATION : kanak footwear AssociationDESIGNATION : AccountantLOCATION : Indore (M.P)WORKING PERIOD: OCTOBER 2016 – JULY 2017  * **RESPONSIBILITIES :** * Managed the internal and external mail functions. * Performed general office duties. * Managed vendor accounts, generating weekly on demand cheques. * Managed payroll function for 10 employees. * Managed accounts payable, accounts receivable, and payroll departments.   **OTHER WORK EXPERIENCE**  ORGANIZATION : LIC OF INDIA DESIGNATION : lic agentLOCATION : Indore (M.P)WORKING PERIOD: may-2018 -till    * **RESPONSIBILITIES :** * Work Independently. * Performed general office duties.   **PREVIOUS WORK EXPERIENCE**  ORGANIZATION : J.G.D. COMPUTERS AND HARDWARE DESIGNATION : AccountantLOCATION : Indore (M.P)WORKING PERIOD: 2015 – 2016 (6 MONTHS)  * **RESPONSIBILITIES :** * Bank Reconciliation. * Handling Petty cash * Payment of invoices related to office. * Performed general office duties.   **ACADEMIC PROFILE**:  B.Com (COMPUTER) 2012-2015  56%  HSC 2011-2012  45%  SSLC  2009-2010  45%  **ADDITIONAL QUALIFICATION**: Computer proficiency  MS-OFFICE  Tally   **ACHIEVEMENTS & REWARDS**:  Secured “A” Grade for TALLY 9.0.  ADCA (additional diploma in computer application)   **EXTRA CURRICULAR ACTIVITIES**:  Participated in Entrepreneurship Development Program organized in khalsa college, indore.  **HOBBIES**:  Listening music  Browsing  Bike riding **AREA OF INTEREST**:  Accounting.   **STRENGTH**:  Willing to work with in a team.  Attitude to learn more and open minded with hard work.  Quick learning and   Helping Nature.  Ability to work accurately and pay attention to details.  Ready to take independent Responsibilities.  **PERSONAL DETAILS**:  **Name :** Arjun verma **Date of birth**: 04/04/1996 **Father’s name**: Naresh verma **Languages known**: Hindi, English,  **DECLARATION**: I here by declare that all information given above is true to the best of my knowledge.  **Place**: Yours truly, **Date**: (ARJUN VERMA)   ( |
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