CURRICULUM VITAE

RAUSHAN KUMAR

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| **PERSONAL INFORMATION** | |
| PERSONAL INFORMATION | Current Position : Accountant  Nationality : Indian  Age : 25Years  Sex : Male  Mother Tongue : Hindi  Passport : N2107681 |
| ACADEMIC QUALIFICATION | **Graduation: B.COM**  **Pursuing: M.COM** |
| LANGUAGES KNOWN | SPEAK : English. Hindi, & Read Write : Hindi & English |

**PROFESSIONAL EXPERIENCE**

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| JOB OBJECTIVE | * Accountant Sales Executive. |
| CAPABILITS FOR THE POST APPLYING FOR | * Accountant & Office Management |
| KEY EXPERIECE | **TOTAL WORK EXPERIENCE :- 3 years in Real State sector with Content Realty**  **3 years 6 month in Accountant with Ashirwad food**  **1 Years And Present Working in Accountant With ABLS EXPORTS LLP**  Current Position:-  **Accountant**   * Streams should be smooth and strengthen. * Regular Audit and Maintenance of Stock. * Review for process & Handling the Client as per Escalation   **Others Job Experience :-**    **Ashiana Housing Ltd.**  As a Sales executive  **Working Knowledge**   * EPOS - Point Of Sale * CR Tool - For Data and Reports * Management - Cash & Stock * Microsoft Office - Word, Excel, Power Point * Tally Erp9 -Purchase, Sale account, petty cash, Bank reconciliation,   Sale Tax, TDs, Salary, GST.  **Computer Knowledge**   * Well versed with Windows, MS-Office, MS-Excel, MS-Word, MS –Access Lotus Notes   & Microsoft Outlook.   * Well versed with Oracle based application CRM. * Well versed with Citrix based applications Meta solve.   **Professional Skills Developed**   * Ability to work successfully in a team and motivating people to work effectively. * Ability to meet challenges and manage deadlines. * Creative thinking and confidence to utilize the available resources to their full extent. * Ability to manage effectively while crisis. * Explore the process more and more to find and fulfill the loop holes and gaps. |

**Raushan Kumar Singh**