CURRICULUM VITAE

## ROHIT

Village Old Bhupani,

Sector - 89 Greater Faridabad,

Faridabad - 121002

#### Haryana, India. **E-mail: robertpawar1991@gmail.com** **Phone:** 091-9899090862

**Objective:**

To become a successful professional in the field of Accounts, finance and international business and to work in an innovative and competitive world.

**Computer Exposure:**

* Software : Tally ERP- 9, T.W
* Microsoft Office : M.S Word, M.S Excel, M.S PowerPoint.
* Internet : Surfing, E – Mailing, Downloading

**Education:**

* **10th** Passed in First class, [**74. 00%**] from [**Haryana Board Of School Education**] in [**April 2008**.]
* **12th** Passed in First class, [**75.00%**] from [**Haryana Board Of School Education** ] in [**May 2010**.]
* **B.COM (Honours)** from [**PT. Jawaharlal Nehru Govt college, Faridabad.**] affiliated to [**Maharishi Dayanand University, Rohtak.**] with First class [**65. 00%**] in final year.

**Aggregate: 64%** of all semester.

* **M.B.A (Finance & International business)** from [**Ramanujan College of Management, Palwal.]** affiliated to [**Maharishi Dayanand University, Rohtak.**]

**Experience:**

Worked in **M/S BINDAL LOGISTICS PVT. LTD. Faridabad** from 18.04.2014 to 09.02.2016 as office Assistant

**Job Description:**

* Making day to day **MIS** report
* Booking statement manually as well as in excel.
* Making Damage Certificates
* Making Party wise outstanding details in excel on monthly basis
* Making billing statement ( C-note billed or unbilled)
* Making Challan
* Data Entry in Tally as well as in excel.

Currently working in **M/S BELZ INSTRUMENTS PVT. LTD. Faridabad** from 03.05.2016 to till date.

**CURRENT JOB RESPONSIBILITY:**

* Entry of bills in Tally
* Voucher entry in Tally
* Payment Follow-up
* E-mailing
* Billing
* Making Delivery Note

**CURRENT JOB TITLE:**

Working as Accounts Assistant

**Personal Profile**:

Name: Rohit

Date of Birth: 09-07-1991.

Father’s name: Sh. Dharampal

Sex: Male

Marital Status: Single

Languages Known: English, Hindi

Nationality: Indian

Permanent Address: Village Old Bhupani, Sector- 89 Greater Faridabad,

Faridabad- 121002, Haryana (India)

**Declaration:**

I consider myself familiar with Accounting Aspects. I am also confident of my ability to work in a team.

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

**Date:**

**Place:**

**(ROHIT)**