

RESUME

AMAN KUMAR YADAV

Career Objective:

To be a part of an organization that will utilize my knowledge and skills, encourage me in my growth along with the growth and expansion of the organization in the dynamic environment.

Academic Record:

10th Passed by CBSE

12th Passed by CBSE

Graduate from Delhi University

Post Graduate from IGNOU

Computer skills:

- **Office Package:-** MS Office(Word, Excel , PowerPoint)Internet
- **Accounting Package:** - Tally. Erp9,BUSY

Professional Qualification:

Computer course Basic & Tally DTP, English Typing & Data Entry also.

Work Experience:

One year worked experience as Account & Tally with **Supreme Audiotronics Pvt Ltd.** New Delhi.

Accounts Executive

Roles & Responsibilities:

- Computation of GST & TDS and generating online tax payment.
- Managing petty cash transactions.
- GST-Invoicing , Credit & Debit Note
- Maintaining Purchase and Sales Ledgers.
- Import Export

Skill Set & Strengths:

- ❖ Good team-work.
- ❖ Keeps a positive approach, looks for the alternatives in every situation.
- ❖ Strong interpersonal Skills
- ❖ Typing Skills 60 to 80 words per minute(min)

Personal Details

AMAN KUMAR YADAV S/O MR. RAM LAKHAN YADAV

DOB- 13/ Aug/1997

Gender - Male

Language Know-Hindi, English

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Contact Nos. : 7289045421

Place: **Delhi**

PDate: / /2022

Signature

