

# Curriculum Vitae

**RAHUL**

Email:-

Mobile – 9999495679

## **Objective**

To get opportunity to prove my abilities and to excel my limits to work, building my career in this growing company and fulfilling organizational goals through continuous learning and commitment.

## **Education Qualifications:**

### **Maharshi Dayanand University**

MBA (Finance, HR)

### **Maharshi Dayanand University**

B.COM

### **Ryan International School, Sohna Road, Bhondsi**

Higher Secondary (12th)

## **Personal Skills:**

- Good Communication Skill
- Positive Approach
- Hard Working & Sincere
- Leadership Quality
- Desire to Learn

## **Technical Skills:**

- Operating System : MS-Windows 2000/XP
- Application Software : MS Office, MS Power Point, MS-Excel
- Basic Tally

## **Work Experience**

- Doing articleship under a chartered accountant from last two years in S.K. Hari Om and Company (Chartered Accountant Company)
- Currently working in Wendler Interlining Pvt. Ltd. as an Executive Accountant.
- Responsibilities:
  - Logistic related documents
  - Preparation of proforma invoice
  - Inventory management documents
  - Insurance cover for each transporter
  - ITC 04
  - Preparation of GST data.
  - Stock management

## **Personal Details:**

Father's Name: Rakesh Kumar

D.O.B:20/01/1998

Languages Known: English & Hindi

Sex: Male

Marital Status: Married

Location : Gurgaon, Haryana

## **Declaration:**

I confirm that the information provided by me is true to the best of my knowledge.

**RAHUL**

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