

CURRICULUM VITAE

Yograj Singh Arya

House No. 494, Gali No. 02,
Nearby evergreen sweets, Sector-66,
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Career Objective:

My career objective is to hard worker with an organization where I could get a charge to utilize my talent and knowledge in the best way I want to in my carrier with the growth of organization through sincerity and hard working.

Academic Qualification:

- M.Com passed in year 2018 with C.C.S University Meerut.
- B. Com passed in year 2016 with CCS University Meerut.

Computer Skills: Diploma in computer operating system

- Basic knowledge of Computer.
- Internet knowledge.
- Tally knowledge. With GST
- Excel knowledge

Experience:

Over all experience 4 Years

- 1 **Worked With M/s Pratap Vishnoi & Associates** (Chartered Accountants) at Noida as Article Trainee's from 1st January-2016 to 31st March-2018
- 2 **Working With M/s OPAD SHOES (Export House) B-37 Sector-60** Noida as Accounts from 1st May-2018 to till date

Job Profile: -

- a) Prepare of all export documentation, Export Invoice, packing list, dispatch of samples and export shipments etc.
- b) Maintained of workmen record, daily attendance.
- c) Handling Banking work, liaising with bank officers for realizing and issuing of overseas remittance
- d) Prepare of GST records for filling of GST Return

My Strength:

- Positive Thinking.
- Hard working and good self confident.
- Punctuality & Positive attitude.
- Strongly believe in Sincerity & Honesty.

Personal Detail:

Date of birth : **04.01.1995**
Father's Name : **Sh. Baleshwar Singh Arya**
Permanent Address : **Village- Sikanderpur,
Post Office, Rahmatpur
Distt- Muzaffarnagar (UP) 251308**
Marital Status : **Unmarried**
Nationality : **India**

I hereby declare that all the information mentioned above is true to best of my knowledge and belief. If desired any reference can be provide.

Date: -

Place: - NOIDA