

CURRICULAM VITAE

PANKAJ KUMAR SINGH

CONTACT: +91-6284026269 (WHATSPP&CALL)

EMAIL: PankajpratapSS321@gmail.com

OBJECTIVE:

To provide meaningful solution to the organization in achievement of their goal and objective which offer a challenging stimulating work environment that provide individual development and offer prospects for long term personal development and career growth.

PROFILE:

- Good interpersonal and communication skill.
- Ability to adapt to new environments and willingness to learn.
- Hardworking, loyal and honest.
- A record of having fulfilled all given jobs to satisfaction.
- Potential and confidence to function independently to achieve desired goal.

JOB KEY SKILL

- MS OFFICE such as Word and Excel.
- Internet Browsing
- Tally ERP 9/ tally prime
- Vasual Catpro
- Busy Accounting software

EMPLOYMENT HISTORY

- 2 years of work experience of office clerk cum junior accountant in UAE in Hisn Al Fahidi aluminium LLC Dubai
- Presently working as account executive in M/S APEX ELECTRICAL Pvt. Ltd in Jalandhar from October 2020.

DUTIES AND RESPONSIBILITY

- Maintaining the excel sheets.
- Data entry ,filling documents.
- Manage the all office work and bank & all accounting work
- Finalizing of rates of different items with various vendors before raising of PO.
- Releasing of payments of various vendors as per their credit schedule .
- Invoicing preparation & patty cash encoding excel



- Book keeping maintain & ledger reconciliation
- Manage receivable or payable accounts
- Maintain account day to day & Patti cash account
- Recording of day to day invoices for factory
- Bank reconciliation statement
- GST return and TDS.
- Maintain balance sheet.

EDUCATION

- 10TH Passed from B.S.E.B Patna (BIHAR) India
- Passed three years diploma in Mechanical Engineering from Punjab Technical University.
- Graduation in commerce from Kanpur university Kanpur uttar pradesh.

LANGUAGES

- Hindi, English

PERSONAL INFORMATION

Name : Pankaj kumar singh
Father's Name : Brijkisore singh
D.O.B : 18-10-1992
Marital status : married
Sex : Male
Nationality : Indian
Religion : Hindu

PERMANENT ADDRESS

Area. : 56, lane no.3 Kabir vihar Mandir, near flour mill
basti bawa khel
Distt. : Jalandhar (Punjab)
Contact. : +91-6284026269

I here by declare that the above mentioned information is true and correct to the best of my knowledge and believe.

Place _____
Date _____

PANKAJ KUMAR SINGH

