**RAJU**

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Phone – +91-8860551653

Address – P-41 Gali No. 12, Shankar Nagar Ext. Krishna Nagar,Delhi-110051

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course /Examination** | **Institution** | **Percentage** | **Year of Passing** |
| B.A PRO. | Delhi University  |  - | Pursuing |
| Class XII (CBSE) | GOVT. CO-ED SEC. SCHOOL | 64% | 2014 |
| Class X (CBSE) | RSVB KANTI NAGAR | CGPA 6.2 | 2012 |

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Location** | **Designation** | **Time duration** |
| CA FIRM | Delhi | ACCOUNTANT | 25th Nov. 2016 - 14th Oct. 2018 |
| Pacific Development Corporation ltd | Sahibabad | Billing Executive | 15th Oct. 2018 - Current Time |

**ACADEMICS & CO-CURRICULAR ACHIEVMENTS**

* Secured **1rd Position** in **Sports – Zone** organised at School level.(2012-2014)
* Busy Software Knowledge From A.K Software And Services (2 Year Work Experience)
* Tally Software Knowledge From A.K Software And Services

**EXTRA-CURRICULAR ACTIVITIES**

* Billing, Bank Reconciliation, Cash, Sale & Purchase
* Gst Return Knowledge (GSTR-3B,GSTR-1 GSTR-2) (2 Year Work Experience in CA FIRM)
* GST Challan Prepared & Online Payment

**SOFTWARE PROFICIENCY**MS office (Word, Excel, Power Point, Busy Tally)

**REFERENCES**

Available on request