MANIPUR BHAWAN 2 SARDAR PATEL MARG

CHANAKYA PURI NEW DELHI – 21

Mob: 8802135320

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ANUJ KUMAR

**OBJECTIVE**

To apply my skills and contribute significantly towards the

Growth of the organization. I also look forward to work in

a Professional environment to sharpen my skills.

**PERSONAL INFORMATION**

**Full Name:** Anuj Kumar

**D.O.B:** 18th April 1992

**Father’s Name:** Rajender Prasad

**Mother’s Name:** Parwati Devi

**Gender:** Male

**Nationality:** Indian

**Language:** English, Hindi

**EDUCATION QULIFICATION**

* 10th from Central Board of Secondary Education (**CBSE**)
* 10+2 from Central Board of Secondary Education (**CBSE**)
* Bachelor Of Commerce (**B.Com Pass**)
* M.Com ( From IGNOU )

**SKILLS**

- Command over Accouns,

- Knowledge of accounting principle , rule, concepts etc.

- Knowledge of accounting software , Jaguar , Tally, Excel, Microsoft word.

**WORK HISTORY**

Three year experience as accounts executive in Finance Company (Pooja Finelease Limited )

Ten Years’ experience of teaching Accountancy.

**ROLES AND RESPOSIBILITIES**

* Bank Reconciliation
* Book Keeping
* GST Reconciliation with book and input / output data
* Preparation of M.I.S
* Maintaining TDS Data
* Data entry.

**HOBBIES**

Playing Volleyball, Listening to Music, Travelling.

**ACHIVEMENTS**

* Certificate in Information Systems for Auditing and cost Management (2012)
* Accounts Assistant Course from Gandhi Institute of Computer Education & Information Technology (2010)
* Completed Foundation course Examination (ICWAI) in 2010
* Runner’s up in volleyball (School Sports and Activities Board) in 2009-10
* A-certificate in NCC (2008)

**(Anuj Kumar)**