

CURRICULUM-VITAE

RAJESH THAKUR		<u>Communication address:</u>	
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OBJECTIVES :

To look for a challenging career that would provide opportunities for personal and professional growth.

Focus on bringing value and quality in work for the maximum benefit of the organization.

WORK EXPERIENCE:

Organization Name	CA Swapnil Agrawal (New Delhi), ADV.Krishna Jha (Noida) AND Pandey & Associates (Noida)
Designation	Accounts Assistant
Profile	<ul style="list-style-type: none">• Day to day data entry in tally.• Bank Reconciliation Every Month.• TDS .• G.S.T.Calculation & Return File• Party Account Reconciliation.• Income Tax And Balance Sheet
Duration	From – May 2018 to October 2020

EDUCATIONAL QULIFICATION:

<u>EDUCATION</u>	<u>COLLEGE/ SCHOOL</u>	<u>UNIVERSITY</u>	<u>CLAS</u>	<u>%</u>	<u>YEAR</u>
B.COM	M.M.T.M.COLLEGE (DARBHANGA)	L.N.M.U.(DARBHANGA)	Pursuing	...
HSC	M.L.S.M	B.S.E.B (PATNA)	1 st	80.2	2019

	COLLEGE (DARBHANGA)				
SSC	J.M.H.S.KASRO UR	B.S.E.B (PATNA)	1 st	64	2017

ADDITIONAL QULIFICATION:

<u>COURSE NAME</u>	<u>GRADE/CLASS</u>	<u>DURATION</u>	<u>YEAR</u>
A.D.C.A	First class	1 YEAR	2015

SOFTWARE SKILL: Tally7.2, Tally.ERP 9, Microsoft office word, Microsoft office Excel and internet explorer.

PERSONAL DETAILS:

Date of birth	15-08-2001
Father's Name	Shree Amar Nath Thakur
Status	unmarried
Gender	Male
Nationality	Indian
Languages Known	English, Hindi & Maithili
Hobbies	Listing Music

Career Goal: "To Be At Highest Position in My Life".

I hereby declare that the above information is true to best of my Knowledge.

Date:

Rajesh Thakur

Place:

Signature