



PERSONAL DETAILS

Name	Hukma Ram Yadav	Sex	Male
Age	40	MaritalStatus	Married
Nationality	Indian	Religion	Hindu
Staying in	India	DOB	20- February - 1980
Height	6'1"		
PositionApplied			

CONTACT DETAILS

E-mail	:	hukmayadav@gmail.com
Mobile	:	+918769055705
Address	:	121, Holi House. Heera Nagar- A Near 200Ft By pass, Ajmer road, Jaipur – 302024 (RAJ.)

LANGUAGE SKILLS

➤ English	Good
➤ Hindi	Excellent

WORK EXPERIENCE

Company	<u>Country Club (I) Ltd Jaipur.</u>
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Period	10 TH DEC. 2008 to 15 TH MAY' 2010
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Designation	Cashier
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Job Description

- Prepared Bill & Voucher.
- Departmental Inventories, Daily, Weekly & Monthly reports.
- Cash Handling.
- Co- Ordination with other departments.
- Ensuring the smooth operations of Account Dept.
- Ensuring the profitability of the department.

Company	<u>The Golden days club Jaipur.</u>
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Period	16 TH MAY. 2010 to 9 TH April' 2015
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Designation**Assistant Accountant****Job Description**

- Prepared Bill & Voucher.
- Prepared Tds, Vat And Service Tax Return
- Departmental Inventories, Daily, Weekly & Monthly reports.
- Cash Handling.
- Co- Ordination with other departments.
- Ensuring the smooth operations of Account Dept.
- Ensuring the profitability of the department.

Company**Ratan Textiles Pvt Ltd.****Period**10th April 2015 to 18th FEB 2017**Designation****Assistant Accountant****Job Description**

- Prepared Bill & Voucher.
- Prepared Tds, Vat And Service Tax Return
- Departmental Inventories, Daily, Weekly & Monthly reports.
- Co- Ordination with other departments.
- Ensuring the smooth operations of Account Dept.
- Ensuring the profitability of the department.

Company**Chokhi Dhani Resort Pvt Ltd.****Period**20th FEB 2017 to TILL DATE**Designation****Executive Accountant****Job Description**

- Prepared Bill & Voucher.
- Prepared Tds, Vat And GST Return
- Departmental Inventories, Daily, Weekly & Monthly reports.
- Co- Ordination with other departments.
- Ensuring the smooth operations of Account Dept.
- Ensuring the profitability of the department.

ACADEMIC QUALIFICATIONS

- Post Graduation (M.A.) From University Of Rajasthan
- Graduation (B.A.) From University Of Rajasthan.
- Passed 12Th From Rajasthan Board.
- Passed 10Th From Rajasthan Board.

Computer knowledge

Basic Knowledge of Ms Office Package.

Internet Surfing

Tally 6.3 , 7.2,ERP9

OBJECTIVE

To Achieve Excellence in the Functional Area to Fulfill Organizational as Well as Personal goals and attaining and setting higher benchmarks.

SELF EVALUATION

Hard work and Dedication to My Organizational skills and studious nature allow me to do my job thoroughly and to the satisfaction of my superiors.

Keys of success

- Work with team
- Quick learner with a "can-do" attitude
- Leadership
- Improvement
- Positive attitude

(HUKMA RAM YADAV)