***CURRICULUM VITAE***



**Mr. Nathaniel Chyne**

Email: [nateophi@gmail.com/nate\_cne@yahoo.com](mailto:nateophi@gmail.com/nate_cne@yahoo.com)

Contact No. : +91 9402197716/+91 7629889750

Address: **C/o. J.Kurbah**

**Mawkhar Main Road, Shillong - 793001**

**East Khasi Hills District, Meghalaya.**

**OBJECTIVE:**

Seeking reputed position in a challenging and progressive organization to utilize my skills and technical background, where I can grow both as a person and as a professional, for the fulfillment of a common goal.

**QUALIFICATION:**

* Completed B.Com

**COMPUTER PROFICIENCY:**

* Having good knowledge of Windows, MS-Word/MS-Excel and Internet.
* Having good experience in Tally.ERP9 accounting software

**PROFESSIONAL EXPERIENCE:**

* Working since Nov’2011 with M/s RNB Cements (P) Ltd, Shillong. The Meghalaya based Cement manufacturing Company as Office Executive (Finance and Accounts Department) Nov’2017.
* Working since Dec’2017 with M/s S.S.Marketing, Shillong, as Accountant till date.
* **JOB RESPOSIBILITIES:**
* Preparing and submitting all the subsidies viz. Transport Subsidy, Central Interest Subsidy, Comprehensive Insurance Subsidy & Power Subsidy to The Director of Commerce and Industries, Govt. of India. Shillong.

**STRENGTH:**

* My own faith
* Self motivated
* Positive attitude
* Hardworking & Honesty
* Punctuality
* Good listener and Quick learner

**SKILLS:**

* Goods Communication skills
* Easily negotiate with other people
* Can work effectively in team, as well as individually
* Have good inter-personal skills

**HOBBIES:**

* Travelling
* Reading
* Playing Football
* Internet surfing

**PERSONAL INFORMATION:**

Father’s Name : (L) Shri Darius Dranwell Warjri

Mother’s Name : Smti. Lily Liana Manly Chyne

Marital Status : Married

Spouse Name : Smti. Ophilia Lyngdoh Nongkynrih

Sex : Male

Height : 5.3”

Date of Birth : 28th Nov’1985

Language known : Khasi, Hindi & English

Nationality : Indian

Religion : Christian

**DECLARATION:**

I hereby declared that the above furnished details are true and correct to the best of my knowledge and belief.

**PLACE :** **SHILLONG**

**DATE : 29th June 2019**

**Nathaniel Chyne**