



Vikas Verma

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CARRER OBJECTIVE: -

To be an integral part of a growing team of professionals where learning remains part of one's professionals work resulting in achieving desired objectives and helps both the organization & the individual as well as it's also help client's with better quality products & services through modern process & procedures.

EDUCATIONAL QUALIFICATION:-

- 10th Passed from CBSE Board New Delhi.
- 12th Passed from CBSE Board New Delhi.
- Completed bachelor of commerce from Delhi university

TECHNICAL & IT SKILLS: -

- Well versed with Tally Erp 9.2, MS Office & Windows based Operating System.
- Data analytics.
- Typing Speed 30 wpm in English.

WORK EXPERIENCE: -

- Six Months of working experience in a CA. Firm Gupta Deepanshu & Co. As a Trainee.
- One year worked with M/s Pushkar International New Delhi, As a online Data Entry Operator.

Roles & Responsibilities: -

- Sales & Purchase Entry, Record Keeping, Invoice processing.
- Accounting Data entry work.
- Account Reconciliation.
- Bank Reconciliation.
- Running errands (bank deposits, etc)

PERSONALITY TRAITS- Personal skills: -

- Ready to learn things and incorporate them in a positive direction.
- Good communication skills both verbal and written
- Writing skills
- Quick learner
- Team management

PERSONAL DETAILS: -

Father's Name : Mr. Rati Ram
Date of Birth : 20 November 1994
Nationality : Indian
Religion : Hindu
Marital Status : Unmarried
Language Known : Hindi & English

I hereby declare that all above information about me is true to the best of my knowledge and belief.

Place:

Date:

(Vikas Verma)

(Signature)