**CURRICULAM VIATE**

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| **DHIRENDRA KUMAR VERMA**  538K/341/47, SripuramTriveni Nagar 3rd  Lucknow -226020  Mobile no-07860343035  E-mail id- dkv88.786@gmail.com | **D:\Users\VIRENDRA KUMAR VERMA\Desktop\Scan_Photo_of_Dhirendra.jpg** |

**CAREER OBJECTIVE:**

Intend to build a career with Corporate of Finance Sector with committed & dedicated people, who will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

**PROFESSIONAL ATTRIBUTES:**

* Disciplined, Dedicated and committed with an ability to easily adapt to changing work environment and technology.
* Self-Motivator, Confident, Responsible, willing to learn and adapt.
* Strong Team Player with leadership ability.
* Zest to take new challenges.
* Proven strength in problem solving, coordination and financial analysis.

**WORKING EXPERIANCE:**

* 1. **Organization:** C.S. Infraconstruction Limited

**About Organization:** C.S. Infraconstruction Limited is a limited company having registered office at District-Ballia, Uttar Pradesh.It has various location/ district offices in Uttar Pradesh like Allahabad, Mirzapur, Sonbhadra, LakhimpurKhiri, Banda etc. Company is dealing with construction of roads etc.

**Position Held:** Accountant

**Location:** Lucknow, Uttar Pradesh (Head office of the

company)

**Duration:** From Jul’2018 to till date

**Job Profile:**

* Preparation of GST working.
* Working and Compilation of TDS and TDS return preparation.
* Posting of transaction in tally.
* Bank reconciliation.

We worked with professionals during the period Mar’2018 to Jun’2018,

Area of work is direct and indirect taxation.

* 1. **Organization:** Flyway communication & Travels

**About Organization:**

**Position Held:** Accountant

**Location:** Lucknow, Uttar Pradesh

**Duration:** From Sep’2017 to Feb’2018

**Job Profile:**

* Booking of transactions in Tally software on a daily basis.
* Vehicle paper verification.
* Vendor reconciliation.
* Bank reconciliation.
  1. **Organization:** C.S. Infraconstruction Limited

**Position Held:** Accountant

**Location:** Mirzapur/ Deoria, Uttar Pradesh

**Duration:** From Feb’2013 to Aug’2017

**Job Profile:**

* Booking of transactions in Tally software on a daily basis.
* Invoice/ bill preparation for sale of material.
* Party/ Branch reconciliation.
* Bank reconciliation.
* Cash Management (Salary disbursement and daily expenses)
* Reconciliation of Cash balance with hard cash on daily basis.
* Physical verification of materials.

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- | --- | --- |
| **PARTICULARS** | **COLLEGE/UNIVERSITY** | **BOARD/UNIVERRSITY** | **YEAR** | **DIVISION** |
| M.Com | Kanpur University | Kanpur University | 2010 | Second |
| B.Com | Lucknow University | Luck now University | 2008 | Second |
| Intermediate | Aminabad Inter College | U.P. Board | 2005 | Second |
| High school | Centennial Inter College | U.P. Board | 2003 | Second |

**COMPUTER PROFICIENCY:**

Have working knowledge of computer in MS Office, internet applications and TALLY.

**PERSONAL DETAILS:**

Name : Dhirendra Kumar Verma

Father’s Name : Sri Soney Lal Verma

Date of Birth : 13th July 1988

Maritial Status : Single

Nationality : Indian

Gender : Male

Language Known : Hindi, English

Interests and Hobbies : Reading and listening to music

I am sure, I shall execute my services with full devotion, enthusiasm. I am confident that your good self will certainly give me an opportunity to prove myself.

Thanking you in anticipation.

DATE:

PLACE: LUCKNOW (*DHIRENDRA KUMAR VERMA*)