**CURRICULUM VITAE**

# AMAN VERMA

# E - 159, SECTOR-9,

NEW VIJAY NAGAR COLONEY,

###### GHAZIABAD- 201009

###### Mob: 9716899782 / 8368618885 e\_mail:- aman.vngr@gmail.com

* OBJECTIVE :
* To manifest my abilities, striving for excellence in my chosen field, apply the same to a challenging environment in an efficient way and contribute to the growth of the chosen field with my knowledge, practical skills, dedication and positive ethics.
* PROFESSIONAL EXPERIENCE
* **Clavecon India Private Limited**
* Designation :- Assistant Accountant
* Duration :- 26 Oct 2015 To 7 May 2016

Doing accounts work using software – Tally/ERP 9.0 including journal entry, receipt and

payment account, purchase account, sales account in tally and data entry.

* **HDFC Bank Noida**
* Designation :- Sales Executive ( Home Loan )
* Durtion :- 14 March 2018 To 4 Sept 2018

Handling HOME LOAN

* + **Capgemini Multinational Company Ltd Noida**
  + Designation :- Process Associate
  + Duration :- 22 April 2019 To 28 Aug 2019

This project is for providing altair global process handling invoice for clients using the

software. I am working on the use of tools like DMS, DASH, AREV, MOVETRACK, GROW.

##### EDUCATIONAL / PROFESSIONAL CREDENTIALS

* MBA from ABES-EC Ghaziabad, Stream-Finance & Marketing in 2014, UPTU Lucknow, Ist Div.

with 64.53% marks.

* BBA from IMS Noida, in 2012, CCS University Meerut, Ist Div. with 64.48% marks.
  + Sr. Secondary Level Exam in 2009 from CBSE Board, New Delhi.
  + Secondary Level Exam in 2007 from CBSE Board, New Delhi.
* INDUSTRIAL TRAINING:
* Six weeks Summer Training in 2013 at Bharat Electronics Ltd., Ghaziabad. In this I got brief idea about“ANALYSIS OF CASH FLOW STATEMENT”.
* Four weeks Summer Training in 2011at Finance & Accounts Department in Central Electronics Ltd, Sahibabad. In this I got brief idea about “ESTIMATION OF WORKING CAPITAL”.
* EXTRA CURRICULAR ACTIVITIES:
* Participated in Group discussion ( IMS Noida ) in year 2012.
* Participated in various competitions at school level.
* COMPUTER SKILLS: : C.F.A. Course from B.I.T.I. Ghaziabad
* Operating System : Windows -XP Professional/2007
* Computer skills : MS- Word , MS Excel, Powerpoint
* Others : Tally ERP 9.0 from Aptron Institute, Noida.
* PERSONAL STRENGTHS :
* Good communication skills.
* Positive Attitude.
* Team Work.
* Motivation Skills.
* LANGUAGE KNOWN : Hindi & English
* PERSONAL DETAILS :

* NAME : Aman Verma
* FATHER’S NAME : Sri Ashoka Kumar Verma
* PERMANENT ADDRESS : E-159, Sec-9, Vijay Nagar Coloney, Ghaziabad -201 009
* NATIONALITY : Indian
* D.O.B : 18th Nov 1992
* SEX : Male
* RELIGION : Hindu
* MARITAL STATUS : Unmarried
* LANGUAGE KNOWN : English & Hindi
* NATIVE PLACE & STATE : Ghaziabad, District Ghaziabad (Uttar Pradesh)

DATE : ………………….

PLACE : GHAZIABAD

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