

RESUME

ALAKH KUMAR

S/o- Late Arun Kumar Verma,
Add.-Hno, C/7 Finance Deptt. Colony,
Phase-2, Khajpura, Pin- 800014
Mobile.- 07781015393
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Educational Qualification

Examination /Degree	Name of the Board/University / Institution	Year of Passing	Division	Percentage
10 th	B.S.E.B. PATNA	2001	1 st	74 %
I.Com	B.I.E.C PATNA	2003	2 nd	55 %
B.B.A	Vinayaka Mission University, Chennai	Complete	--	--

Additional Qualifications

- ADCA (Advance Diploma in Computer Application) from Mother Teresa Educational Trust.
- Courses Completed: Tally9 & ERP solution

Work Experience 5

1) C.A Firm (work 2013-2015)

- Do the Accounting work in C.A Firm
- DATApreparation & reporting for further review & decisions.

2) From Nov-2013- Dec-2014 at ACME Institute, Patna as a Data Entry Operator.

- Application review & evaluation of all documents.
- Enrolment of students.
- Preparing data sheet for the students.
- All data & register maintenance related with enrollment, Fee & outstanding dues if any.

3) From Aug 2010 – Oct 2013 at Shardha Reality Estate, Ranchi.

Designation – Cashier cum Accountant. Job included collection of cash from the various marketing executives and issuing clearance certificate to the same.

4) Milan Enterprise: I am Still Working(Accountant)2017-2020

Strength

- Positive & Go getter attitude in life.

Personal Details

Date of Birth : 28thDec.1984
Gender : MALE
Nationality : INDIAN
Language Known : Hindi & English
Religion : Hinduism
Marital Status : Unmarried
Contact no. : 07781015393

Declaration

I do hereby declare that all the above mentioned information is true to the best of my knowledge.

Date:- 13.03.2020

Place:- PATNA

Alakh
Signature.