

CURRICULUM VITAE

Surjit Singh

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Permanent Add: Village & P.o =Sihund Tehsil: Nagrota Bagwan. District: Kangra (HP)
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Objective

To emerge as a successful team leader with hard work, dedication, high motivation, and dynamism, through the integration of personal goals with organizational goals. Building teams for stupendous performance by giving strategic direction, tools and freedom to perform.

Profile

Result-focused, sincere and hardworking, skilled for completing assigned work in time.
Recognized For :

- Building strong & cohesive teams.
- Maintaining all records .
- Working independently, with only minimal supervision. Competence to benchmark own performance.
- Developing and maintaining excellent report with dealing channel.
- Strong analytical & Communication skills with problem solving ability.
- Quick grasping nature.

Work Experience

Organization : Macro Enterprises
Designation : Accountant cum computer operator
Duration : Sep 2007 to Aug2013
Location : Chandigarh

Job Profile and Responsibility

- Maintaining basic account, book keeping.
- Reconciliation of bank statement.
- Prepared and analyzed financial statements.
- Reviewed and corrected any discrepancies.
- Reconciled discrepancies
- Generated financial reports
- Generated bills.
- Prepare data for dsr's achieve the target.

Organization : Sanjeevika
Designation : Accountant
Duration : Oct 2013 to Till continue
Location : Nurmahal, Jalandhar. 144039

Job Profile and Responsibility

- Maintain all records of book keeping
- Prepared Sale & Purchase tax.
- Reviewed and corrected any discrepancies.

- Reconciled discrepancies
- Generated financial reports
- Debtor & Creditor maintain & payments
- Bank Reconciliation
- Cash handling

Educational Qualification

10th from HPSEB.

12th from HPSEB

B.Com from ELLIM University

Diploma in Accounts from ICA (Institute of Computer Accountant)

Computer Proficiency

Working Knowledge of MS-Office & Internet Applications & accounting software.

Personal Details

Date of Birth : 23 august 1980
Gender : Male
Father's Name : Sh. Dalip Singh
Marital Status : Married
Proficient in written and spoken : Hindi, English, Punjabi.

- Possesses a valid Indian PAN Card.
- Possesses a valid Indian Passport.

Date 04-04-2018

Place- jallandhar

Surjit Singh