



## CURRICULUM VITAE

### **Ankit Pareek**

**Address:** Near Head Post Office Ward No-18 City-Laxmangarh,  
Distt. Sikar (Rajasthan), **Mob: 09636482344, 7889765473**

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#### ➤ **Educational Qualification:-**

- 2013 - M.Com from S.K.College Sikar with 52.00% (Rajasthan University Jaipur).
- 2011 - B.Com from S.K.College Sikar with 56.22% (Rajasthan University Jaipur).
- 2008 - XII from Rajasthan Board Of Secondary Education, Ajmer with 62.46%.
- 2006 - X from Rajasthan Board Of Secondary Education, Ajmer with 60.33% .

#### ➤ **Experience:-** (Feb.2015 To Till Date)

(A). Working as an **Account Assistant** with **Chenab Textile Mills, Kathua (J&K), A unit of Sulej Textiles And Industrial Ltd (K.K. Birla Group)**, having 2.3 Lakh Spindle Capacity, Manufacturing Blends of Polyester, Viscose, Acrylic & Cotton in Dyed Form including Melange Yarns.

#### ➤ **Job Profile:-**

- Enter posting of purchases, sales, payment, receipt collection and journal voucher.
- Verification of bills and reconciliation of total turnover.
- Bank , debtors and creditors reconciliation.
- Maintain cash transaction & petty cash book, preparing cash.
- Day to day cash & bank transactions.
- Preparing outstanding list of debtor and making payment follow-up.
- Maintain salary register in MS -EXCEL.
- Maintain balance sheet & profit and loss.

➤ *Personal skills:-* Always give my best efforts in quality work.

➤ **COMPUTER PROFICIENCY:-**

Conversant with **SAP, Oracle & Office Outlook (Mail)**

Proficient working in MS Office, Excel & Internet Browsing.

**Personal Details:-**

Date of Birth	: 20 <sup>th</sup> May 1991
Fathers Name	: Sh. Anjani Kumar Pareek
Nationality	: Indian
Marital Status	: Married
Language Known	: English, Hindi, Regional

**Declaration:**

I, hereby declare that the above mentioned information is true to best of my knowledge and concern.

**Date:**

**(Ankit Pareek)**

**Place:**