**CURRICULUM VITAE**

**BALVEER SINGH**

* **Post-Guhala,Tehsil-Neemkathana,District-Sikar,Rajasthan**
* **Pincode-332706**
* **Email – bssuewal@gmail.com**
* **Mob.No.- 08459162399**

**OBJECTIVE:-**

* **To work in an organization which provides me an opportunity to contribute towards its growth through optimum application of my hard work, commitment team working capabilities and technical skills.**

**JOB RESPONSIBILITIES:-**

* **Maintaining accounts book manually & computerized.**
* **Finalization of accounts (P&L accounts & balance sheet).**
* **Bank reconciliation.**
* **Checking & finalizing all cash payments.**
* **Reconciliation of ledgers for Balance sheet purpose.**
* **Checking of parties ledger before making invoice.**
* **Prepare day to day transactions.**

**STRENGTHS:-**

* **Hard worker**
* **Punctual**
* **Goal Achiever**

**COMPUTER PROFICIENCY:-**

* **Publishing Software: Tally ERP 9,Ms-office-word and Excel.**
* **Operation System: MS Windows98,Microsoft Windows XP,Windows7.**
* **Internet : E-mailing & Browsing.**

**EDUCATIONAL QUALIFICATION:-**

**Passed Board/University Year of passing Percent**

**M.com. (Finance) University of Delhi 2018 60.50**

**B.com.(Hons) University of Delhi 2016 60.00**

**12th CBSE 2013 71.60**

**10th RBSE 2011 88.17**

**OTHER QUALIFICATION:-**

* **Certificate in tally Erp9.**
* **Certificate from all india council for professional excellence.**

**LANGUAGE KNOWN:-**

* **English**
* **Hindi**

**HOBBIES:-**

* **To work according to organization rule & regulations to achieve targets.**
* **Listening songs.**

**PERSONAL DETAILS:-**

* **Father’s Name : Bhanwar Lal Saini**
* **Date of Birth : 09 August 1996**
* **Nationality : Indian**
* **Sex : Male**
* **Marital Status : Single**

**DATE:**

**PLACE:**

**(BALVEER SINGH)**