

CURRICULUM VITAE

BALVEER SINGH

- Aya nagar, Near Balka Chowk, New Delhi.
- 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)