

## RESUME

H.no 81 Villahé Karkardooma

Delhi 110094

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AMIT PAL.

### CAREER AIM:

- ✦ To pursue a career with a company having global vision which is creative and offers an opportunity to learn and develop both in professional and personal life, wish to use and enhance my technical knowledge and ability to work in groups.

### MAJOR STRENGTHS:

- ✦ Team player.
- ✦ Always a learner.

### SUMMARY OF SKILLS AND EXPERIENCE:

- ✦ After working Experience in 10 year tally software in proper operate. ✦ Gst return manage
- ✦ Bank statement recongsliation
- ✦ purchase .billing invoice etc

### PROFESSIONAL EXPERIENCE:

- ✦ **2008 to 2012 – LG ELECTRONICS INDIA PVT LTD**

**Designation – Accountant Executive**

- ✦ **2012 to 2016 – Ganpati Plaza (ELECTRONICS SHOWROOM)**

**Designation- Accountant Executive**

- ✦ **2016 to 2019 – VG SALES (ELECTRONICS SHOWROOM)**

**Designation – Executive**

### Job Responsibilities:

- Interacting with dealers regarding sales of various products.
- Gathering market and dealers information to enable negotiations regarding variation in price, delivery and dealers specifications.
- Maintaining and developing good relationship with dealers.
- Recording sales and order information and report the same to the sales department. ○ Providing accurate feedback on future buying trends to the reporting manager.

- Help in providing excellent service to present and potential with a view to increase sales volume.

### **Educational qualification**

- † Higher Secondary from UP Board, in 2004.
- † Senior Secondary from UP Board in 2007.
- † B.A. CCS University in Meerut in 2016.

### **Professional qualification**

- † One year professional diploma in computer applications & programming.

### **Personal information**

**Father's name** : Mr Rajender pal  
**Mother's name** : Mrs Rajbala  
**Date of birth** : 10<sup>th</sup> Jan 1988  
**Marital status** : Married  
**Nationality** : Indian  
**Hobbies** : Listening music, playing cricket etc.

**Place** : Delhi

**Date** :

**(AMIT PAL)**

