DHARMENDRA KUMAR

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📍 House No. - 58, Kabir Gali , Chandausi
Distt.- Sambhal (Uttar Pradesh) Pin -
244412

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

PERSONAL DETAILS

- Date of Birth   : 20/07/1992
- Marital Status   : Unmarried
- Nationality   : Indian
- Sex   : Male
- Father's Name   : Mr. Prem Shankar Singh
- Mother's Name   : Mrs. Urmila Devi

EDUCATION

2008	**U.P. Board (Nanak Chand Adarsh Inter College, Chandausi)** High School 50.16 Percentage
2011	**U.P. Board (S.M. Inter College , Chandausi)** Intermediate 66.2 Percentage
2014	**MJPRU Bareilly (Rotary Institute Of Management & Technology , Chandausi)** B.C.A. 76.78 Percentage

EXTRACURRICULAR ACTIVITIES

- Course On Computer Concept (CCC) in 2013
- Course On Tally ERP 9.0 (3 Months)

- 6 Months Internship Of Accounts under C.A. Ankit Agrawal (Rampur)

SKILLS

- Operating System & Appliaction - Window Xp, Vista, 7, 8, 10, Linux. In Application - Teamvier & AnyDesk(Remotely Access Teamviewer for Solving System Software Problem). Tally ERP & Busy - Handle For Accounts. Ms Office Pacakage - Handle For Database.
- Computer Language - Basic Knowledge Of C, C++ , Java , .Net , Visaul Basic , Php
- Accounting Software - Tally Erp 9, Busy. In Tally - Generate Invoice, Entry of Sales Voucher, Purchase Voucher, Contra Voucher, Tax Entry , GST Billing , Stock Inventory Management, Payroll Management , Tally Backup & Restore etc.
- Database - Oracle SQL, MS Office. In Ms Office - MS Excel - Create Table , Pivot Table, Vlookup/ Hlookup, Macro Record , Balance Sheet Craete. Also Good Knowledge of Google Sheets Ms Office - Databse Create , Table Creation, Ms PowerPoint - Create Effective Presentation PPT file. Ms Outlookup - All Emails handle of Ms Outlook up. Ms Access - Craete Database on MS Access.
- Technical Skill - In Hardware - PC & Laptop Assembling & Deassembling , All Pcs part installation. In Software - Window Backup & Restored , Window Installation and Software installation.

PROJECTS

- **Heritage Of Uttar Pradesh**
  Work on Heritage Of Uttar Pradesh.
  Using HTML , CSS , PHP language

EXPERIENCE

March/2015 - Jan/2017	**Mittal Export Firm , Panipat** Computer Operator & Assistant Accountant All Material Entry of computer and generate sales & purchase invoices.
Feb/2017 - Aug/2018	**Pinnacle International Academy** Assistant Accountant Income & Expenditure Entry in Tally Voucher. Payroll Entry (Salary Slip, Attendance Entry , TDS ,EPF , NPS) , BRS
Sep/2018 - Onwards	**Varishth Nagrik Kendra, Bisauli** Accountant Income & Expenditure Voucher Entry , Medicine Inventory Management , Sales / Purchase Voucher Entry , Payroll Management (Basic Salary , DA, TA, TFS, EPF, TDS) , Bank Reconciliation, Tax & Duties Configuration , GST

LANGUAGE

- Read - Hindi & English
- Write - Hindi & English
- Speak - Hindi

INTERESTS

- Reading Books
- Surfing Internet with Scientific & Unique Topics
- Listening Music
- Solving Quiz
- Solve & Undestand Technical Quarries

DECLARATION

- I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Dharmendra kumar

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