**CURRICULUM VITAE**

**ROHTASH**

Address :- Vill - Ajnokh Post Barsana Mathura (U.P)

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* **OBJECTIVE**

Seeking an organization where I can showcase my skills and improve it, at the same time be productive for the organization as whatever work given to me I will try to get done the work in given period.

* **EDUCATIONAL QUALIFICATION**

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| **QUALIFICATION** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE** |
| 10th | UP BOARD | 2013 | 71% |
| 12th | UP BOARD | 2015 | 78% |
| B.Com  | DR. BHEEM RAO AMBEDKAR UNIVERSITY (AGRA) | 2020 | 65% |

* **PROFESSIONAL SKILLS**
* Good knowledge of MS-Word, MS-Excel, MS-PowerPoint
* Certification in Computer Basics. ( ADCA)
* Certification in Computerized Accounting (Tally ERP. 9).
* **WORK EXPERIENCE**

**MLG ASSOCIATES** (From October- 2018 till now)

**ACCOUNTANT OFFICER** ( Desination )

* Working knowledge of GST
* Preparation of Income Tax Returns
* Maintaining bank reconciliation statements.
* Maintaining day to day books of accounts in Tally.
* Handling internal audit to ensure corrections.
* Process Journal entries of sale, purchase,payment invoice & receipt.
* Handling queries through mail.
* Salary entries month basis
* **OTHER SKILLS**
* Self motivated and hardworking.
* Quick Learner.
* Good Listener.

* **PERSONAL DETAILS**

Date of Birth : 08TH FEB 1997

Father’s Name : Mr. SANTOSH

Marital Status : Unmarried

Gender : Male

Religion : Hindu

Nationality : Indian

Languages Known : Hindi (Fluent), English (Intermediate)

Hobbies : Playing Cricket & Kabaddi , Running

(ROHTASH)