**Surya Pratap Singh**

**Ph. No.: + 91- 9718515392**

**E-mail: surya.97185@gmail.com**

|  |
| --- |
| **CAREER OBJECTIVE** |

To work in a challenging professional environment where I can convert my theoretical knowledge with Practical experience as to make a meaningful contribution to the organization which can provide wide range of exposure and sufficient responsibilities to further enhance my skills and knowledge.

|  |
| --- |
| **WORKING EXPERIENCE** |

I am working in **VARUN BEVERAGE LTD.** on off-role, since July 2019.

office address: C-21, Kherara, Industrial area, Mohan nagar Ghaziabad – 201007.

**Job Profile:**

* Preparation of vouchers and Maintain of Books of accounts.
* Distribution of cash.
* Dealing with Outlet for Cheque/Cash Deposit,
* Salary Expected: As per Company norms

|  |
| --- |
| **PROFESSIONAL AND ACADEMIC QUALIFICATIONS** |

|  |  |  |
| --- | --- | --- |
| **EDUCATION** | **INSTITUTION/UNIVERSITY** | **YEAR OF PASSING** |
| B. Com | **Institute of Management Education** (Chaudhary Charan Singh University) | June, 2018 |
| XII | **Saraswati vidya mandir**, Nehru Nagar, Ghaziabad **(C.B.S.E.)** | May, 2015 |
| X | **Saraswati vidya mandir**, Nehru Nagar, Ghaziabad **(C.B.S.E.)** | May, 2013 |

|  |
| --- |
| **COMPUTER LITERACY** |

**Course on Computer Concepts** from

VSA Institute (Ghaziabad)

* Proficiency in MS – Excel, MS- Word,
* Data visualization
* QuickBooks,FreshBooks
* Spreadsheets
* Email communication

|  |
| --- |
| **STRENGTHS** |

* Sincere in attitude
* Confident and Focused
* Hard working, goal oriented and strong sense of responsibility.

|  |
| --- |
| **PERSONAL INFORMATION** |

Date of Birth : 03rdAug. 1998

Father’s Name : Mr. Ram lakhan Singh

Address : D-309B1, Pratap Vihar,

Sector-11, Vijay Nagar,

Ghaziabad, U.P. 201 009

Nationality : Indian

Marital Status : Single

Hobbies : Listening to music, Play video games

|  |
| --- |
| **Declaration** |

I hereby declare that above mentioned information is correct and best to my knowledge.

**Surya Pratap Singh**