

CURRICULUM VITAE

VIVEK RATAN

Contact Information:

Correspondence Address:

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Email_id:-

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Mobile:7531939730,

Languages Known:

Hindi & English

Personal Details:

Date of Birth : 01JULY 1993

Sex : Male

Father's Name : . Sh.
VASHUDEV SINGH

Nationality : Indian

Marital Status : Unmarried

Interests & Hobbies:

Listening to music

OBJECTIVE

To work with an organization where my skills and knowledge Can be shared and enriched so as to contribute wards the overall growth of the organization.

ACADEMIC QUALIFICATION

- M.Com Passed from CCS University in 2018.
- B.Com Passed form CCS University in 2015.
- Intermediate passed from U.P Board in 2011.
- High School Passed from U. P. Board in 2009.

COMPUTER SKILLS

- **Ms Office- Ms Excel, Ms Word, Ms Power Point.**
- **Tally ERP 9 , 7.2, & 6.3**
- **Busy**
- **Marge ERP 9+**
- **Typing Speed - 25WPM**

WORKING EXPERIENCE

- Worked with "T4U COMPUTERS." As a "**Accountant**" From March -2017 to June - 2018.
- Worked with "MAHA LAXMI SALES." As a "**Accountant**" From June -2018 to Oct - 2018.
- Working with "Golden Variety Store" As a "**Accountant**" Since Oct - 2018.

COMPETENCIES

- Fast Learner. Adapt Well To Changes And Pressures In Workplace.
- Friendly within Upbeat Attitude.
- Ambitious and Committed To Excellence.
- Committed To Deadlines And Schedules.

DECLARATION

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place :

Date :

(Vivek Ratan)