

# CURRICULUM- VITAE

## **Bharat Singh**

Village+Post- Chulhawali, Tundla

Firozabad, U.P. 283204

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## **Carrier Objective**

To achieve a challenging and growth oriented position having personal and professional growth through the application of acquired skills and knowledge.

## **Professional Qualification**

- Successfully completed **Certified Computer Accountant (CCA)** course in Aug-2011 from **IIFCA** The Institute of Finance & Computer Accounting, Agra.

## **Academic Qualification**

- Bachelor of Commerce from SBM College, Tundla affiliated to Dr. B.R. Ambedkar University, Agra in 2014 with second division.
- Intermediate from U.P. Board in 2010 with first division.
- High school from U.P. Board in 2008 with first division.

## **Computer Skills**

- MS Office (MS Word, MS Excel, MS PowerPoint).
- Accounting Software (Tally 9.0)
- Internet Surfing.

## **Working Experience**

- Presently working in **M/s Ram Raghu Buildwell**, Agra as an accountant since May-2012.
- Here, I prepare all taxation calculation, like TDS, GST and all others.
- Preparing of all documents and calculations in all government cases (income tax, sales tax and others) also visit for hearing sometimes.
- Book keeping (maintain all the document of daily accounting), recording all daily accounting activities in tally.
- I do all banking works of the firm.

## **Personal Details**

Date of Birth	:	15 January, 1993
Gender	:	Male
Marital Status	:	Single
Father's Name	:	Mr. Mahesh Chandra
Language Known	:	Hindi and English

## **Declaration**

I hereby declare that have written particular are true & correct to best of my knowledge and belief.

Date:

Place:

**(Bharat Singh)**