**NEERAJ KUMAR**

ADD: HOUSE NO.60, STREET NO.4

EAST LAXMI MARKET, NEW DELHI-110092

E -MAIL ID: neeraj9540171189@gmail.com

Mobile no: 9540171189

**CAREER OBJECTIVE**

TO work in a challenging atmosphere and pure my potential to be best use for fulfilling or generation goal and take all assignment as challenge in order to uplift and maintain the goodwill dignity and growth of the concern.

**PROFESSIONAL EXPERIENCE**

1) Ajay kumar & Associates from-JAN. 2018 To Mar. 2019 (1 year 2 Month) as an senior Executive in Gurgaon.

**JOB PROFILE**

* Passed journal Entries Payment, Contra, Sale, Purchase, and Receipt.
* Finalization book of accounts service tax, TDS, VAT.
* Filling form RTGS, NEFT,
* Bank Reconciliation in Tally ERP.9 and Excel.
* Knock off Payment against Pending Bills and maintaining day to day cash information

**JOB PROFILE**

* Passed journal Entries Payment, Contra, Sale, Purchase, and Receipt.
* Cheque Printing.
* Book keeping
* Stock Audit in Multinational Companies (GSK’s, PEPSICO, LAYS, ARVIND LIFE STYLE ETC.)

**ACADEMIC QUALIFICTION**

 B.Com Passed (Delhi University)

HSC Passed (Delhi University)

SSC Passed (Delhi University)

**PROFESSIONAL QUALIFICATION**

**C.A**

**CPT EXAM PASSED**

**IPCC EXAM APPEARING**

**KNOWLEDGE OF COMPUTER**

MS Windows, MS Office, (Word, Excel Power Point, Outlook, Ms Office Access) Internet, HTML

**PERSONAL DETAILS**

Name: Neeraj kumar

Father Name: Tejpal Singh

D.O.B: 12 jan 1993

 Language: Hindi & English

Marital Status: Unmarried

Nationality: Indian

Hobbies: Reading Books & Playing Golf

**DECLARATION**  : I hereby that declare all above information is true to the best of my knowledge

Reference: Can be provided on request

Date:………………

 (NEERAJ KUMAR)