

# CURRICULUM VITAE

## OBJECTIVE

*To be a part of organization where the management structure recognize and rewards loyalty, honesty, hard work & ambition of an employee by providing growth opportunities and necessary infrastructure that could contribute to the success of the company.*

## PERSONAL DETAILS

- **Name**-Bobby Singh
- **Address**-Room no-2 Kamala bai Tanaji Ngr.,Malad (East),Mumbai .
- **Gender**- Female
- **Date of Birth**- 29<sup>th</sup> Aug 1995
- **Marital Status**- Unmarried
- **Mobile no**- 8879817821
- **E-mail** -[bobbysingh2019@gmail.com](mailto:bobbysingh2019@gmail.com)
- **Language Known**- Hindi, Marathi, English.
- **Nationality**- Indian
- **Hobbies**- Listening Music

## WORK EXPERIENCE

- Worked in **VIVA CARD RETAIL PVT. LTD.** as a Account Executive for 1 Year. ( Aug-2017 to July-2018)
- Worked in **BALAJI ENTERPRISES** as a Account Executive for 2 year (Aug-2018 to March-2020)

## Highlights-

- Accounts Receivable/Accounts Payable
- Bank Reconciliation
- Financial Statement analysis
- Knowledge of GST
- Invoicing and payments
- Familiar with Excel
- Flexible

## EDUCATIONAL QUALIFICATION:

- **Maharashtra State Board**  
Secondary School Certificate in the Year 2010-2011  
Higher Secondary Certificate in the Year 2012-2013
- **University of Mumbai**  
Bachelor of Commerce in the Year 2015-2016  
Master of Commerce in the Year 2017-2018

**EXTRA CURRICULAR ACTIVITIES:**

- Basic computer knowledge
- Tally ERP 9 -knowledge
- Monastery course

**DECLARATION:-**

I hereby declare that all the details mentioned above are true to the best of my knowledge.

**Date:**     -     - 2020

**Place:** Kanpur

**Yours Faithfully**

(Bobby Singh)