

Aashish

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Reliance Petroleum: Vee Pee Petro** Oct-2018 - Oct-2021
Assistant Cum Supervisor
 1. Sale / Purchase invoice checking.
 2. Preparation report of sale/ purchase.
 3. MIS report preparation.
 4. Handle accounts payable and receivable.
 5. Handle payroll and other related work.
 6. Cash handling.
 7. Supervision of subordinate work .

Education

- **IGNOU** 2022
Bachelor of Arts
- **CBSE** 2018
12 High school
- **CBSE** 2016
10 High school

Skills

- Jagdamba institute of professional Studies. Basic computer applications in 2014
- National institute of information and Technology Delhi -2012.