

RESUME

Prince Kumar

Vill- Nidilpur, Post-Dharaon,
Distt-Chandauli, UP-232105
Contact No-+91 8173020160
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CAREER OBJECTIVES: To work with a professionally managed organization and attain excellence in accounts.

Educational Qualification : Graduation from MGKVP University Varanasi Uttar Pradesh 2020.

Computer Skills: MS-office-Windows 98-2017, Tally 9, Outlook Express & Internet, Photoshop CC.

Professional Experience:

Present Engagements:

Working with **M/s Paradigm Leather Accessories Pvt Ltd – IMT Manesar, Haryana** as a **Office assistant at account dept. October 2021.**

Job Profile:

- Making Invoice and Packing list for Domestic and Export shipment.
- Making cash report in excel.
- Purchase, Sale, journal and Cash voucher creation in tally.
- Making E-way bill.
- Liability sheet maintain in excel sheet.
- Input GST/TDS sheet maintain in excel sheet.
- Graphic Design in Photoshop CC.
- Debit/Credit note.
- Making Purchase Order.

Past Experience:

- 1) Worked with **SHRADHA WELLNESS CENTER VARANASI** from Jan 2019 to Oct 2020.

Job Profile: Making Invoices , sales and purchase entry on tally, Cash, Journal and Bank voucher creation in tally, E-Way bill, Graphic Designing.

Personal Details:

Date of Birth : 05th-OCT-1997
Father's Name : Vinod Kumar
Permanent Address : Village- Nidilpur Post- Dharaon
Distt. Chandauli Utter Pradesh (232105)

Marital Status : Single
Salary Existing : Rs.3.24 L Gross (annual)

Place: Gurgaon, Haryana

Date: 01.01.2022

I hereby declare that above furnished information is true and correct to the best of my knowledge and conviction.

(Prince Kumar)

