


CURRICULUM VITAE



Address

 No. 21, Tagra Kali Ram, Near Gugga-Mari, Kalka, Distt. Panchkula
Pin-133302(Haryana)

 mgujjar006@gmail.com

 +91 8529299219

MANI RAM

CARRIER OBJECTIVE

To Work with you and your Organization that can utilize my skills and aptitude in a right and proper way by which I can become a part of their development and give me responsibility & challenges with an opportunity.

EDUCATIONAL QUALIFICATION

- 10th from Haryana Board of School Education. (June 2013)
- 12th from Haryana Board of School Education. (May 2015)
- B.com from Kurukshetra University, Kuk. (June 2018)

ADDITIONAL QUALIFICATION

- Good Knowledge of Computer,
- Excel, Ms Word, Internet,
- Tally ERP 9.0, ERP Software.

EXPERIENCE

- 2 Months Working in **C.A. Firm (BABBAR & CO.)** Parwanoo as a Trainee.
- Currently Working With **KAYNES TECHNOLOGY INDIA PVT. LTD.** Company Parwanoo as (**Accounts Executive**)2018 Present.



INNOVATING WITH QUALITY AND VALUE, FOREVER

JOB PROFILE

- Preparing Cash Book, Bills Accounting (Local & Import Bills), Files Preparing, Bank Reconciliation and Submit Daily Report & Doing Accounting-Banking activities.
- And Other HR ADMIN Related Activities Like Overtime Counting, Cash Withdrawal, Preparing Attendance Register.

WORKING STRENGTH

- Smartworking and Hardworking
- Punctual,
- Positive attitude,Patience
- Good Communication Skill

HOBBIES

- Running & Gym
- Travelling
- Listening Music

PERSONAL PROFILE

Date of Birth	:	18 th Sep. 1998
Father's Name	:	Lajja Ram
Gender	:	Male
Marital Status	:	Un-Married
Nationality	:	Indian
Languages Known	:	English, Hindi & Punjabi

DECLARATION

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Place: _____

Date : ___/___/_____

(Mani Ram)

