

Curriculum Vitae

RUPESH KUMAR

Address:

Vill+Post- Ghorghat,P.S.-Sultanganj

Distt.-Bhagalpur(Bihar)

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Career Objective

To work as a team in challenging and dynamic environment with maximum utilization of my skills and knowledge for the continuous improvement and achievement of the vision of the organization.

Academic Qualification

- Typing speed in English 50 W.P.M & Hindi 45 W.P.M from (MCI) .
- **DCA** From ICI to one year course duration(**Tally 7.2,9.0,9.1**)
- **B.Com** from A.S.College in 2012 From CCS Univercity Uttar Pradesh.
- **Intermediate (Science)** from B.S.E.B Board in 2009.
- **High School** from B.S.E.B Board in 2006.

Work Experience

- **2011 To 2013.**

Two Year work experience of Maa Amba Public School Sikandrabad (Uttar Pradesh) in as **Teacher (Science Faculty).**

- **July-2014 to Dec-2015**

One year and six months of experience in Accounts Department M/S AKROSS SYNTHETIC PVT. LTD. , P-4/1, Site-B, Industrial Area Suarjpur, G. Noida, G. B. Nagar.

- **Feb-2015 to May-2018**

Three year and four months of experience in Accounts Department in M/s Indo Crop Science Pvt Ltd. Plot No.- F -21 & 32, UPSIDC Industrial Area, Sikandrabad, Uttar Pradesh-203205

- **Till Date**

Currently I am working with M/S R. D. Agro Chemicals (India). G-21&22, UPSIDC, Industrial Area, Sikandrabad, Distt-. Bulandshahar, (UP) In Accounts Department.

Job Profile

- Works are related to GST such as Prepare Returns & E-way.
- All Voucher Entry on Computer Sale , Purchase, Journal & etc.
- All Banking Reconciliation with Tally ERP 9.0//Busy Software.
- Monitor day to day stock & sale activities.

Significant Achievements:

- Working with self confident & fulfill the target.

Computer Knowledge & Skill

- *Typing Hindi & English.*
- *MS Office.*
- *MS Excel.*
- *MS Word*
- *MS Power Point*
- *Tally-7.2,9.0,9.1,5.4 & Busy Accounting .*
- *Basic Internet Knowledge.*

Personal Details

- *Father's Name* : *Mr. Shankar Prasad Shah.*
- *Permanent Address '1'* : *Vill+Post- Ghorghat,P.S.-Sultanganj,Distt.-Bhagalpur.
State- Bihar, Pin Code – 811211.*
- *Date Of Birth* : *05/01/1991*
- *Gender* : *Male*
- *Marital Status* : *Unmarried*
- *Languages Knowledge* : *Hindi & English*
- *Nationality* : *Indian*
- *Salary* : *Negotiable*
- *Height* : *5.2'(Approximately)*
- *Hobbies* : *Reading, Travelling, Listen to Music, Swimming,
Gardening, Teaching.*

Declaration

I hereby solemnly declare that all information furnished above is true to the best of my knowledge.

DATE :

RUPESH KUMAR