

RESUME

Sanjay Yadav

H.No. 2215 St.No. 10,

Mohalla Suraj nagar, Tedi road, New shimlapuri, Ludhiana.141003

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CAREER OBJECTIVE

Willing to enrich my skills,knowledge while contributing myself best to my profession. To excel in my field & obtain a position whereby I can apply my knowledge skills working in a team environment thereby, continously growing & contributing to the main objectives of the organisation.

EDUCATIONAL QUALIFICATION

- 10th from PSEB (Marks :- 67%)
- 10+2(commerce) PSEB (Marks :- 82%)

TECHNICAL QUALIFICATION

- B.COM from PU (Marks :- 63%)

WORK EXPERIENCE

- * 2 years in Account Department of M/S VIRSA KNITS LUDHIANA
- * 2 year & 6 month in Account Department of M/S GOYAL PETROFILLS YARN PVT. LTD.
- * At peresent working in M/S O.P. PRODUCTS (INDIA) in Account Department
- * BILLING,DEBIT NOTE, CREDIT NOTE, BANK RECONCILIATION, JOURNAL ENTRIES ETC.

- **COMPUTER SKILLS**

- Basic knowledge of Computer Application
- Internet

HOBBIES

- Listening music
- Travelling
- Reading Books

PERSONALITY TRAITS

- Good Communication & positive attitude
- Honest

PERSONAL DETAILS

Name : Sanjay Yadav

Father's Name : Ramakant Yadav

Date of Birth : 31-05-1994

Nationlity : Indian

Gender : Male

Martial Status : Unmarried

Strength : Positive Attitude

Language Known : Hindi, Punjabi & English

DECLARATION

I hereby declare that information provided by me is true to best of my knowledge & record.

DATE.....

(Sanjay Yadav)

PLACE :- Ludhiana

