

Mohit Kumar
Contact No:- 8209656738
Email:- mohitkumar.sp95@gmail.com

COVER LETTER

Dear Hiring Manager,

Thank you for the opportunity to apply for the slot role at your Company. After reviewing your job description, its clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

My Qualification has helped me to attain all required skills & qualities to perform job task before the deadline, Completed Graduation B.A and Completed Diploma in Accounting & Finance.

Experience:- I have one year experience as a Back Office Operations in Cashify Company,Gurgaon Haryana.

Skills and Strength Fast learner, adaptability according to changes and pressures in workplace , Work effectively with diverse groups of people, Innovative in approach and committed to the job and Good communication skills, honest and punctual.

I would sincerely enjoy the chance to bring my level of professionalism and dedication to the job. I have no doubt you'll find me to be a qualified employee who would make an excellent in your organization.

If I succeed in my application, I assure you that I will perform all my duties to an exemplary standard to quickly become a team member who contributes positively to the organization objectives.

Please contact 8209656738 or via Email:- mohitkumar.sp95@gmail.com at to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon. Please find attached my resume for your reference.

Thanks & Regards,

Mohit Kumar

CURRICULUM-VITAE

Mohit Kumar

Address:- Alwar , Rajasthan Pin Code-301405.

Contact No:- 8209656738

Email:- mohitkumar.sp95@gmail.com

CAREER OBJECTIVE

- To Provide meaningful solution to the organization in achievement of their goals and objectives, which offer a challenging stimulating work, environment that offer prospects for long term development and career growth.

WORK EXPERIENCE

- I have one year experience as a Back Office Operations in Cashify Company, Gurgaon Haryana.

EDUCATION QUALIFICATION

- 10th Completed from CBSE Board in 2012.
- 12th Completed from CBSE Board in 2014.
- Completed Graduation B.A from Graduation from Matsya University Alwar, Rajasthan in 2019.
- Completed Diploma in Accounting & Finance in 2023.
- All Basic Knowledge of Computer including advance excel (vlookup, hlookup, pivot table), certifications in power bi vesvlation tools.

SKILLS AND STRENGTH

- Fast learner, adaptability according to changes and pressures in workplace.
- Work effectively with diverse groups of people.
- Innovative in approach and committed to the job.
- Good communication skills, honest and punctual.

PERSONAL DETAILS

Name	:	Mohit Kumar
Father's Name	:	Mr. Rajkumar
Date of Birth	:	20/05/1997
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	English and Hindi

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and if found false I am wholly responsible.

Mohit Kumar