

CURRICULUM VITAE

NAME-: AJAY KUMAR

ADDRESS-: PURE NAJARI MAJRE KUDHA CHAK SAGUNPUR

DISTT-: RAEBARELI

PIN CODE-: 229207

CONTACT NO-: 9792471338 /9696889072

EMAIL-: AJAYKUMARNAZRI@GMAIL.COM



CAREER OBJECTIVE

I WOULD LIKE A JOB WHERE MY HARD WORK SUPPORTED BY INNOVATIVE DECISION MAKING WILL BE USE FOR IMPROVING ORGANIZATION PERFORMANCE AND TO GROW WITH THE GROWTH OF ORGANIZATION

QUALIFICATION

- 1.HIGH SCHOOL PASSED FROM UP BOARD IN 2012
- 2.INTERMEDIATE PASSED FROM UP BOARD IN 2014
- 3.GRADUATION PASSED FROM KANPUR UNIVERSITY 2019
4. ITI PASSED FROM NCVT IN ELECTRICIAN IN THE YEAR OF 2020
- 5.CCC PASSED FROM NIELIT IN THE YEAR OF 2021
6. TALLY ACCOUNTING CORSE PASSED FROM RAEBARELI 2022

EXPERIENCE

Junior Accountant

01/06/2022- 10/01/2025

CA (Chartered Accountant Firm)

-: Roles and Responsibility.

-: Bookkeeping.

-: Documents verification.

-: Record financial transactions accurately and timely.

-: Receipt and payment.

-: Invoice processing.

-: Journal Entries.

-: Reconciliation.

-: Sale | Purchase | Bank statement Entry.

-: Tally Prime gold | MS office | MS Excel.

-: Month End Closing.

Microsoft Excel

- : Basic formulas.
- : Vlookup.
- : Hlookup.
- : Subtotal.
- : Pivot table.
- : Hyper links.
- : Graph chart.

SKILLS

-: Financial reporting -: Payable & receivable -: Microsoft Excel -: Quick Lerner -: Qutbook handling -: Data Presentation -: Analytical skills -: Cash handling -: Cheque scanning -: Customer A/C handling

ACCOUNTING SOFTWARE

Tally ERP9

Tally prime

INTERESTS

Candidates researching

Interview schedule

PERSONAL DETAILS

Father's Name —: Mr. RAMESH KUMAR

Mother's Name —:Mrs. URMILA DEVI

Nationality —: Indian

Date Of Birth -: 10/11/1996

Marital Staus —: Unmarried

Gender —: Male

Languages —: Hindi & English

PASSPORT DETAILS

Passport No:- C6086397
Place of issue:- Lucknow
Date of issue:- 26/12/2024
Date of Expiry:- 25/12/2034

DECLARATION

“ I here declare that all the above mentioned information given by me are true and correct to the best of my knowledge.”

Date:

Place: Raebareli

(AJAY KUMAR)