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**Goutham Singh**

VPO Kheri Sadh Distt. Rohtak Haryana

Mobile: 9034371843, 9992133273 Email Id: gouthamsoni@gmail.com

**OBJECTIVE**

Experienced and expertise in Accounts. Enthusiastic and self motivated with the excellent communication skills. Great ability to analyze situations and understand the issues. Able to troubleshoot the problems and provide excellent solution.

**SUMMARY**

* Experience of more than 9 years in the field of Accounts
* Detail-oriented, efficient and organized professional with extensive experience
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Resourceful in the completion of projects, effective at multi-tasking.

**QUALIFICATION**

**Academic :** B.Com (Pass) under MDU,Rohtak in the year ‘2006’

**Technical :** Undertook a professional training in computer applications from

 ICA Rohtak.

**KNOWLEDGE DOMAIN**

### Operating Systems : Windows 95/98, 2000 & Windows XP

### Internet Technology : Complete knowledge of Internet & Web-Site

 Surfing

Packages : MS Word, Excel, Power point

Accounts Packages : Tally 5.4,7.2 & ERP 9

**WORK EXPERIENCE**

**A.K Jain & Associates (**C A Firm)

***Accounts Executive – August 2007 to Feb. 2013***

* Managed accounts payable, accounts receivable and day to day accounts work.
* Bank Reconciliation.
* Auditing.

**Jain Precision Fasteners Pvt. Ltd. Industrial Area Rohtak Haryana**

***Accounts Assistant –Feb.2013 to Dec. 2014***

* Invoicing
* Maintaining Purchase.
* Receipts & Payments.
* Bank Reconciliation.

**Arkay Doors Pvt. Ltd. Ismaila Gandhra More Rohtak**

***Accounts Assistant –Dec. 2014 to Till Date***

* Invoicing
* Maintaining Purchase.
* Receipts & Payments.
* Bank Reconciliation.

**SKILLS**

* Attentive for Detail and Accuracy
* Planning and Organizing
* Strong Communication Skills
* Information and Task Monitoring
* Problem Analysis
* Judgment and Problem-Solving
* Supervisory Skills
* Stress Tolerance

**PERSONAL DOSSIER**

Father’s Name : Shri Karambir Singh

Date of Birth : 04th May ‘1983’

Languages Known : Hindi, English

Nationality : Indian

 **(GOUTHAM SINGH)**