



Arun Yadav
Mob 8800844712
aarunyyadav@gmail.com



Objective:

Looking for an opportunity where I can invest my knowledge, experience and skill which is fruitful for me and our Organisation.

Education Qualification:

Examination	Board/University	Year
10 th	CBSE	2010
12 th	CBSE	2012
B.Com	RAJIV GANDHI UNIVERSITY	2016
M. Com	IGNOU	2018

Other qualification:

COMPUTER KNOWLEDGE {1 (One) Year Diploma In computer}

- ☺ MS Word
- ☺ MS Excel (Advance)
- ☺ MS Power Point
- ☺ MS Outlook
- ☺ Internet

Diploma in E-Accounting, Finance, Banking, E-taxation Payroll

- ☺ E-Commercial,Banking
- ☺ Manual Financial Accounting
- ☺ Tally

- ☺ GST
- ☺ Busy
- ☺ Income tax
- ☺ Audit
- ☺ Capital Market & Equity Share Trading
- ☺ Bank Reconciliation Statement

Work Experience:

Working At OSL Logistics Pvt. Ltd.

- ☺ ACCOUNT DEPARTMENT From 17th-Dec-2018.. Still

Worked At Maruti Suzuki Indian Limited in Gurgaon Plant With EDP services.

- ☺ FINANCE DEPARTMENT from 19th-JAN-2017 to 14th-Dec-2018

Responsibility:

ACCOUNT DEPARTMENT (OSL Logistics Pvt. Ltd.)

- ☺ Working on Tally
- ☺ Working on ASPL Digital ERP(Both Software Use Tally As Well As ASPL Digital)
- ☺ Finalise the trip sheet
- ☺ Billing of Maruti Suzuki India Ltd
- ☺ Bills Receivable
- ☺ Bills Payable
- ☺ Outstanding Bill
- ☺ Bank Reconciliation Statement(BRS)
- ☺ Petty Cash
- ☺ Adjustment Of Bill
- ☺ TDS
- ☺ GST

FINANCE DEPARTMENT (MSIL)

- ☺ Work on Java(oracle).
- ☺ Making purchase order.
- ☺ Making receipt.
- ☺ Making payment advice.

- ☺ Making advance payment.
- ☺ Making adjustment of advance payment.
- ☺ Booking Of liability.
- ☺ TDS
- ☺ GST

Strength:

- ☺ Punctual.
- ☺ Time Management.

Personal Details:

Father Name : Shri. Bishwanath Yadav
Mother Name : Smt. Kosila Devi
Date of Birth : 25th-MAY-1995
Present Address : Yadav Chopal
: Gurgaon
: 110022

Permanent Address : Forest colony
: P.o./P.s.: Pasighat
: Distt.: East Siang
: Arunachal Pradesh, 791102

Sex : Male
Religion : Hindu
Nationality : Indian
Contact No. : 8800844712

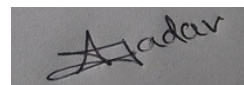
Declaration:

I hereby declare that the statement made in this application are true complete and correct to the best of my knowledge and belief.

Date:-

Signature:-

Place:- Gurgaon



(Arun Yadav)