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| **CURRICULUM VITAE** |
| **Name             : ANILESH KUMAR**  **Mobile No.         : +91-7428295814**  **Current Address  :Gail No.1 Rajiv Colony Gurgaon ,Haryana**  **Home Address     :Vill.-gadhiry rangeen**  **Dist.-shahjahanpur (U.P) pin no 242303**  **Email -Id:- anileshkumar00@gmail.com** | **C:\Users\Pravesh\Documents\A.k Not Pad\26229878_528189457553419_6974628716152341485_n.jpg** |

**CAREER OBJECTIVE:-**

**To be a member of global value driven organization where I can give my best efforts to the industry and always strive for perfection in order to give meaningful contribution to it.**

**CORE COMPETENCIES:-**

**Result and target oriented with good analytical skills, recognizing high priority issues and providing tactical solution to address the same.**

**A team player, ability to work comfortably with people from diverse backgrounds and experiences.**

**TECHNICAL QUALIFICATION**

**.**

**Packages             : MS Word, Ms excel. HTML**

**Operating system        : MS-DOS, Win 98, XP Professional 2000, 2003, Windows7.**

**Software : Accounting Software Busy and Tally ERP 9, SAP**

**JOB EXPERIENCE:-**

**Current working as an Accountant position at Kamboj Polymers Pvt. Ltd from Nov 16 to till now.**

**.Responsibilities:**

* **Maintaining statutory books of accounts viz. Journal, Cash book, Bank book.**
* **Reconcile Debtors and Creditors balance of the Company.**
* **Checking & Verifying of Vouchers & Petty Cash Book.**
* **Preparation of Bank Reconciliation.**
* **Invoicing.**
* **Computation of Taxes.**
* **GST Knowledge.**
* **Customer & Supplier Reconciliation.**
* **Daily transactions in ERP related to Purchase, job work & Sales.**

**KEY STRENGTHS:-**

**Good communication skills and capability to work well individually as well as in group.**

**Have positive attitude, Hardworking, and Sincere.**

**Aptitude to learn and confidence in my ability.**

**Energetic, self motivated, independent and result oriented.**

**HOBBIES:**

**Reading books.**

**Making new friends**

**EDUCATION QUALIFICATION:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board/University** | **Year of passing** |  |
| **B,COM** | **M.J.P ROHILKHAND UNIVERSITY  BAREILLY (U.P)** | **2012** |  |
| **Intermediate** | **U.P. Board Allahabad** | **2009** |  |
| **High school** | **U.P. Board Allahabad** | **2006** |  |
| **Tally  ERP9  tax** |  | **2014** |  |

**PERSONAL INFORMATION:-**

**Name                         : Anilesh kumar**

**Father’s Name            : Shri Bhagwandas**

**Sex                               : Male**

**Date of Birth                : 4-6-1991**

**Marital Status              : Single**

**Nationality                  : Indian**

**Languages Known       : Hindi, English.**

**Contact no.                   : +91-7428295814**

**DECLARATION:-**

**I hereby declare that all above mentioned information is true to best of my knowledge.**

**Date:**

**Place:                                                                                       ANILESH KUMAR**