

VIKAS SINGH RAWAT

ADDRESS. H. No.38/1 GALI NO.10 SURYA VIHAR PART-III

FARIDABAD HARYANA -121013

Contact No. : +917838000801.

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CAREER OBJECTIVE

- Secure a responsible position in accounts management and serve as an accounts representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

PROFESSIONAL QUALIFICATION

- computer accountant (CIA) from the institute of computer accountant.(ICA)
 1. EXCEL
 2. TALLY.
 3. TAXES.
 4. BUSINESS ACCOUNTS.

ACADEMIC QUALIFICATION

- Complied Computer Accountant Course from ICA Lajpat Nagar.
- **BBA** from Jamia Hamdard University 2014.
- **12th Passed** from **CBSE**, GLT Saraswati Bal Mandir School, Nehru Nagar **New Delhi** in **2011**
- **10th Passed** from **CBSE**, Amrita Public School, **New Delhi** in **2009**

WORKING EXPERIENCE

- 1.. Presently working in R.K Associates as an Accounts & Admin Executive from 25 July 2017 & handling all Accounts & Admin related work like handling petty cash ,Payment Follow-up, Invoicing, Assisting in Preparing salary /salary slips , Working on Tally .
- 2 1 year Experience in Reliable Control Solution, Badarpur as an Accounts Executive.
3. 10 months Experience Pinnacle India publication as an Accounts Executive from 9 sep 2016.

PERSONAL INFO.

Name : Vikas Singh Rawat.
Father's Name : Mr. Gajpal Singh Rawat.
Date of Birth : 10th Jan 1992.
Nationality : Indian.
Languages : English and Hindi.
Pursuit : Listening music ,Team Player
Marital status : Unmarried

Here by, I declare that the above stated information is true to the best of my knowledge.

Date : ../.../.....
Place : New Delhi

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