***RESUME***

***KAPIL KUMAR***

Address**,**

B-7/12 Sadat purExtn.

Delhi -110094

Mob. No. : 9999999999

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**CARRIER OBJECTIVE :**

To strengthen myself by getting every opportunity availed with taking care of the organization's objectives.

**EDUCATION QUALIFICATION:**

* 10th from U.P. Board.
* 12thfrom U.P Board
* B.Com Pass from CCS University.
* MBA Pursuing from SMU University.

**TECHNICAL QUALIFICATION:**

* One year Diploma in DCA.
* Knowledge of Tally ERP - 9

**WORK EXPERIENCE :**

* Worked 8 month in N D P L as an Account Executive.
* Worked with Acry Monomers(I) P Ltd. as an Account Executive since 1st April – 2012 to 30 Sept 2012.
* Worked with Apollo Health & lifestyle Ltd. (Apollo clinic) Account Executive since 1st Oct – 2013 to 31st march 2014.

**WORK PROFILE :**

* Data Entry of Tally ERP-9
* Preparation of Sales and Purchase Entry
* Maintain Day Book on Daily Basis
* Preparation of Bank and Cash Vouchers
* Preparation of Bank Reconciliation
* Reconcile all Debtors and Creditors Ledgers on Monthly Basis
* Good knowledge of Outlook, Gmail.
* Maintain Petty cash
* Preparation the corporate bills
* Maintain the corporate bills payment

**PERSONAL INFORMATION :**

Father's Name : Sh. Dilbag Singh

Date of Birth : 14- Oct-1990

Marital Status : Unmarried

Languages Known : English & Hindi

Nationality : Indian

Sex : Male

Date: .........................

Place: .........................

**(KAPIL KUMAR)**