**CURRICULUM VITAE**

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| **ABHISHEK KHANDELWAL**  11\395, Mandoli Extn,  Shahdara Delhi-110093  Mobile No.7838761156  E-mail ID: abhishek0201687@gmail.com |  |

## OBJECTIVE

A professional with experience in accounting,taxation, audits and MIS&seeks to synergies my skills with a professional organization having a culture that promotes being creative and innovative to help grow with the organization. I am associated with:

## EXPERIENCE

(i) Four year work with August Infocom Pvt Ltd as Clerk since Aug 2006 to 2010.

* **OKARA ROADLINES**  Aug 2010 to Till Date

(Accounts Executive)

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1. Maintenance of accounts outsourced by various companies, firms & individuals (Tally 7.2, 9.0)
2. Checking of Party Outstanding & Day Book
3. Checking of All Vouchers( Cash Voucher, Bank Voucher, Journal Voucher)
4. Finalize Profit & Loss & Balance Sheet.
5. Handling All Cargo Accounts
6. Handling Tyres Stocks,Drivers& Spares parts stocks.

## EDUCATION

* **B. Com Passed**

COMPUTER LITERACY

* Proficient in MS Excel, MS Word, MS Power Point,
* Tally 7.2, Tally 9.0 & ERP
* Internet Usage.

## Work Assets

* Positive Attitude to Work
* Good inter-personal relationship

## PERSONAL DETAILS

* Date of Birth :21th June 1987
* Father’s Name :Late Sh.Brijpal Singh Khandelwal
* Languages Known :English & Hindi
* Merital Status : Married
* Gender : Male
* Salary : Negotiable

**If you will give me a chance, I assure you that I prove myself diligent and honest in the execution of my duties.**

Place : New Delhi

Date :

**(ABHISHEK KHANDELWAL)**