

CURRICULUM VITAE

SHUBHAM TIWARI

House No.-WZ-2A VISHNU PARK

Near Tilak Nagar

New Delhi 110018

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OBJECTIVE

- ☐ Would Seek A Job That Would Keep Opportunity To Exhibit My Talents With An Urge Of Dedication Towards My Job And Responsibility. I Am Hard Working, Sincere & Dedicated Person, Seeking A Challenging Atmosphere Where I Could Prove My Potential.

COMPUTER SKILLS

- ☐ Window Knowledge MS Window XP, Window 7, Window 8.1 & Window 10
- ☐ MS OFFICE 2007, 2010 & 2016 (MS WORD, EXCEL, POWER POINT, One Note, Access)
- ☐ Good Knowledge Tally ERP 9 (Accounting Software-INVOICE, SALE, PURCHASE ENTRY, DEBIT NOTE, CREDIT NOTE, E -INVOICE, E-WAY BILL) & Taxation- (GST Return-1 , GST Return-3B , TDS)
- ☐ Good Knowledge of Internet

EXPERIENCE

- ☐ B.J.S. Electro Tech as Accounts (2 YEARS EXPERIENCE)

EDUCATIONAL QUALIFICATION

- ☐ B.COM FROM DELHI UNIVERSITY
- ☐ 12TH PASSED FROM CBSE
- ☐ 10TH PASSED FROM CBSE

JOB PROFILE

- ☐ Typing Work, Letter Drafting
- ☐ Salary Detail Preparing
- ☐ MIS Report
- ☐ Check Office Mails & Replies
- ☐ Assist Accountant
- ☐ Data Verification
- ☐ SEO & STOCK Maintain (Search Engine Optimizer)

STRENGTHS

- ▣ Ability to work in group as well as an individual.
- ▣ Open for learning, fast learner.
- ▣ Carry out activities in a planned way.
- ▣ Possess hard working capabilities, dedicated, desire to excel and lead.

PERSONAL INFORMATION

Father's Name : SH. BHAKT RAJ TIWARI
D.O.B : 10th April 1996
Gender : MALE
Nationality : INDIAN
Marital Status : UNMARRIED
Languages : HINDI, ENGLISH
Hobbies : Learning Computer & Listening Music

DECLARATION

I declare that all the above information is genuine as per my knowledge.

DATE: __/__/__

PLACE: _____

(SHUBHAM TIWARI)