

**RAM NARESH DWIVEDI**

Correspondence Address:

Plot No.01 D Bhagwan Nagar

Harmada Sikar Road, Jaipur RAJASTHAN

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Location: JAIPUR

To be a part of quality-oriented organisation and accept challenges with great responsibility and accomplish them with sincerity, hard work and dedication.

**Organisational Experience**

* Worked as an Astt. Accountant in **M/s Motor sales Limited** [July 08 to Aug 09)
* Worked as an Accounts Executive in **M/s** **Abhinav Steels Limited** [Sept 09 to 20.09.2012)*.*
* Working as on Branch Commercial in **SAR - GROUP** [Sept.2012 to till date] Livpure Private Limited (Deals in AC Cooler RO & Kitchen Appliances)

**Job Profile**

* Entries related to Bank & Cash payment (day to day basis).
* Reconciliation of Bank Accounts, Inter unit & party A/c on monthly basis
* Preparation of stock statement of cash credit account.
* Collection of money from Service engineer on daily basis.
* Entries related sale & purchase
* Operation on SAP HANA 4
* Operation on CRM
* Branch Commercial Activity
* Inventory Management
* Month End Closing Activity

**Educational Qualification**

**2010 Bachelor of Law from Kanpur University Kanpur**

**2000** Bachelor of Commerce from Bundelkhand University Jhansi.

**1997** Senior School Certificate Examination from U.P Board, Allahabad

**1994** Secondary School Examination from U.P Board, Allahabad.

# I.T Skills

**MS.OFFICE :** MS-Word, Excel, Power-Point, Internet Browsing.

**OTHERS :** Tally 7.2, Tally 9.0 ERP & ERP based on Oracle 10g, SAP Hana4 ,CRM,

**Strengths**

* Self motivated and committed to cause.
* Team spirit and ability to lead.
* Positive Attitude.

**Additional Qualification**

* Proficient in computer operating systems & software skills : Windows XP/Vista and Microsoft Office application.
* One year accounting course from **ICA** **(Institute of Computer Accountant)** Govind Nagar, Kanpur
* Knowledge of Tally 7.2, 9.0 & ERP software based on Oracle 10g, SAP Hana4

**Personal Profile**

Name : Ram Naresh Dwivedi

Father’s Name : Mr. B.P. Dwivedi

Marital Status : Married

Date of Birth : 20th June 1978

Permanent Address : Vill. mawai Post. Shiv Distt. Banda (U.P.)

Language Known : Hindi & English

Mobile No : 9936714554

**Current C.T.C** : **6.83 Lac Per Annum**

**Declaration:**

I consider myself familiar with human resource aspects. I am also confident of my ability to work in a team and of facing the challenges in the competitive environment. And work for the growth and prosperity of your company.

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place (Ram Naresh Dwivedi)