

CURRICULUM – VITAE

AJAY KUMAR DEWANGAN

Daldal Seoni, Mowa

Raipur (C.G.)

M.No:- 96919-10428

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Objectives:

To enhancing knowledge and develop my skill through utilizing the resources of organization which would make me able to perform as per the potential so that organizational and personal goal can meet together; it will further help me to be a successful professional and a corporate leader.

Qualification:

✚ M.Com.	-	Pt. Ravishankar Shukla University, Raipur (2021)
✚ P.G.D.C.A.	-	Pt. Ravishankar Shukla University, Raipur (2019)
✚ B.Com.	-	Pt. Ravishankar Shukla University, Raipur (2018)
✚ Higher Secondary (12th)	-	Chhattisgarh Board of Secondary Education, Raipur (2015)
✚ High School (10th)	-	Chhattisgarh Board of Secondary Education, Raipur (2013)

Work Experience:

Currently I've been working as a Accountants In Steel Companies

Anjani Putra Wire (one year 21-22 F.Y. Year)

Laxmi Narayan Wires & Coils Pvt Ltd (June -2017 To 2019)

Radhe Shyam Industries for (April-22 To Till Now)

Hanumant kripa Steels Pvt Ltd (2019 To Till Now)

✚	Handling Orders Of Sale & Purchase In Tally And Excel
✚	Cash & Bank Management
✚	Handling Bills & Party Statement
✚	Handle Of Taxes
✚	Working Of Sister Concern Audit Accounts & Inventories.
✚	Goods Arrangement Of All Parties & Manage Transporter & Driver
✚	Letters To Banks & Parties.
✚	Send Necessary Details To Banks Time To Time
✚	Stock Management In Tally
✚	Debit & Credit Note Adjustable

**July 16 To Feb 17 - Asst. Accountant & Computer Operator
(Under C.A.- Kadmawala & Company, Sankar Nagar, Raipur)**

- ✚ Printing Of Bills, Bank Entries & Journal Entries
- ✚ All Kind Of General Bank Works
- ✚ All Kind Of General LIC Works
- ✚ Stock & Inventory Management
- ✚ Letters to Bank, Making Cheque,

Extra Curricular Activities:

- ✚ I have participated in various competitions like singing, debate, general knowledge, role play, chess, Bike race etc.
- ✚ Attended group seminar in many colleges & schools

Strength:

- ✚ Friendly for accepting challenges
- ✚ Ability to work under pressure
- ✚ Effective team player with motivational skills
- ✚ Ability to take work from subordinates
- ✚ Efficient office administrator
- ✚ Enthusiastic for do the task

Computer Proficiency:

- ✚ Ms-Office: (Word, Excel & PowerPoint) 2000/2003/2007/2010
- ✚ Tally: 5.4/6.3/7.2/9 With Latest GST
- ✚ Coral Draw, Page Maker & Photoshop
- ✚ Internet Friendly

Personal Profile:

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|----------------------|---|---|
| ✚ Father Name | : | Shri Munshi Lal Dewangan |
| ✚ D.O.B. | : | 18 th October ,1997 |
| ✚ Nationality | : | Indian |
| ✚ Native Place | : | Raipur |
| ✚ Marital Status | : | Single |
| ✚ Hobbies | : | Playing Chess, Travelling, Reading Books, Writing & Singing |
| ✚ Linguistic Ability | : | English & Hindi |

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and if a chance given to me I will do my work best of my ability.

Date: / /

Place :- Raipur

Signature

Ajay Kumar Dewangan