

RAKESH KUMAR

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PROFILE SUMMARY

A accounts executive with 3+ years of experience accounting with knowledge in GST and TALLY ERP. Transcribes sources data into the required electronics format.

EDUCATION BACKGROUND

- Bachelors in B.SC from VBU Hazaribagh in 2019
- Intermediate from Chatra College Chatra, Ranchi in 2016
- Matric from JAC, Ranchi in 2014

WORK EXPERIENCE

Currently working as a Ufaber private limited company

Key Responsibilities:

- Prepares, compiles, and shots documents for data entry.
- Transfers information from paper formats into computers files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filling system and protects confidential customer information.

KEY SKILLS

- Tally ERP
- Microsoft office (Microsoft Excel, Microsoft Word)
- Ability to type a minimum of 40 WPM
- Strong written and verbal communication skills

Type your text

PERSONAL INFORMATION

DOB : 13 April 1998
Gender : Male
Marital Status : Unmarried
Father's name : Baldev Yadav
Languages Known : Hindi & English

DECLARATION

I solemnly declare that all the above information is true and correct, and I bear the responsibility of correctness of above mentioned particulars.

Place:

Date:

Signature

