

Amit Kumar

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**Address: H No R-263 DBJS, BEAS Th.
Baba bakala dist. AMRITSAR 143204**

Career Objective

A result-oriented and motivational B.Com graduate looking for an opportunity in a reputed organization where I can upgrade my knowledge and skills.

Academic Background

Education	Institution	Year	Percentage
10 th Class from CBSE Board	Pathseekers School	2018	70%
12 th Class from CBSE Board	Pathseekers School	2020	80%
BCom	DAV COLLEGE JALANDHAR	2023	60%

Experience

From Nov 2023 to till date	Working as a PROCESS ASSOCIATE in KNACK GLOBAL
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Key Skills

- Good communication skills (both written and oral communication)
- Basic knowledge of account, taxation, and GST.
- Basic knowledge of accounting software - Tally
- Knowledge of MS Excel, Word, and Power point.
- Smart working, ability to get along well with people.
- Good analytical skill and positive attitude.
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Core Strengths

- Management and coordination skills.
- Critical thinking
- Time management.
- Self-motivated.
- Quick learner.

Personal information

Date of Birth : 31/12/2001
Gender : Male
Father's Name : Sh. ONKAR SINGH
Mother's Name : VEENA DEVI
Nationality : Indian
Languages known : English Punjabi Hindi
Marital Status : Unmarried

Declaration

I hereby affirm that all the above-furnished details are true to the best of my belief and knowledge.