



VIKAS JAIN (MODI)

Curriculum Vitae

S/o Lt. Shri V.K. Jain
H.No.506/2,Kachhiyana
Jawaharganj ward no.-22
Behind lordganj Thana
Near Kalyaan Mandir
subhash nagar
JABALPUR (M.P)
Mobile : 09993615868
E-Mail : vjain445@gmail.com



Post Applied for : Accountant/ Account Assistant

Objective-

To be a part of unending process of learning by continuously enhancing my knowledge to be a part of organization, which can provide me, opportunities to enable me and grow along with.

Educational Qualifications-

Schooling-

- ✍ **H.S.S.C. with IInd Division in 2006 (50%)**
From Board of Higher Secondary Education
Bhopal, Madhya Pradesh
- ✍ **H.S.S.C. (Commerce) with IInd Division in 2008 (50%)**
From Board of Higher Secondary Education
Bhopal, Madhya Pradesh

Graduation-

- ✍ **B.Com.(Comp. App.) with 1st Division in 2012 (62%)**
From Rani Durgavati Vishvavidyalaya University
Jabalpur, Madhya Pradesh

Post Graduation Diploma-

- ✍ **Pgdca with IInd Division in 2014**
From Makhanlal Chaturvedi University
Bhopal, Madhya Pradesh

Technical Qualifications-

- ✍ **Certificate Course in Basic computer knowledge (2005)**
From NICT Computer Education, Jabalpur, Madhya Pradesh
- Tally All Version with GST(2017)**
From Yash Institute, Jabalpur, Madhya Pradesh



Professional Experience-

Specific Experience gained during Employment

- 1. Organisation :** Jila Panchayat, Jabalpur
Duration : January 2012 to April 2012
Post : Computer operator

- 2. Organisation :** Nachiketa College Vijay Nagar, Jabalpur
Experience : Five year experience.
Duration : July, 2012 to June, 2017
Post : Accounts Officer (Cashier/Administrative Dept.)

- 3. Organisation :** Deepak khatri Commercial Accountant, Russel Chowk Jabalpur
Experience : 3 Months
Duration : July, 2017 to Sept, 2017
Post : Accountant(Part Time)

- 4. Organisation :** Gyan Ganga Group Of Institutions ,Russel Chowk Jabalpur
Experience : Still working
Duration : Sept, 2017 to Continue
Post : Accountant

Total Experience- 9 Yrs.

Skill-

- ☞ Hard Working with primary priority timely work.
- ☞ Quality time management work with neat & clean.

Strength & Weakness-

- ☞ My strengths are hardworker, self motivating & dedicated towards my work and my way of thinking that I take both success and failure in a balanced manner.
- ☞ My weakness is I can,t tolerate any strictness of work.

Extra – Curricular Activities-

- ☞ Participated in two Hindi Essay Competition from maharashtra high. sec. english medium school at Jabalpur and got the Certificate.

Hobbies-



- ☞ Playing Badminton, Cricket and chess.
- ☞ Net surfing on social sites.
- ☞ Listening music

Personal Information

Name	:	VIKAS MODI
Date of Birth	:	29.01.1989
Father's Name	:	Lt. Shri V.K.Jain
Nationality	:	Indian
Marital Status	:	Unmarried
Gender	:	Male
Religion	:	Hindu
Caste	:	Jain
Languages known	:	Hindi, English

I vouch the authenticity of the above mentioned information.

Date : 27/June/2021

Place : JABALPUR

[VIKAS JAIN (MODI)]