

CURRICULUM- VITAE

Rajan Kumar Verma
S-16/17 RAJA BAZAR NADESAR
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CarrierObjective:-

- Looking for an opportunity, which could provide me satisfaction and opportunities for nurturing my skills, applying knowledge, and past experiences, which could help me in contributing my best to my organization.

May 2014 toApr 2021:-

- Working in accounting filed good knowledge of accounting .Tally based, basic accounting , E-waybill, Bank Reconciliation GST filing (GSTR1 & GSTR 3B) and Balance Sheet and back office experience in **Modern Sanitary Store Varanasi**.

Nov 2010 To Feb-2013 :-

- Worked as Jr. accountant. Work basic accounting with tally and Bank Reconciliation in Punjab Cycle & Rickshaw Co. Varanasi (Dealer in- Cycle, Rickshaw, Parts & Accessories)

Apr 2004 OT Oct 2010:-

- Worked as Customer Support ExecutiveDomestic ticketing with Good Knowledge of Galileo Wolds pan, Amadeus & Bankingexperience in **World View Travels Varanasi**.

Extra knowledge &Skill:-

- TDS, E-invoice & Manufacturing on tally software knowledge but not experience

Training:-

- Three months training of Domestic Air Ticketing from Galileo &World span Training Center Lucknow
- Seven Days of training IATA (International Air Transport Association) New Delhi

Educational Qualification:-

- Graduation - B.A.from Mahatma Gandhi Kashi Veedyapith, Varanasi, 2007
- Intermediate - U.P Board, Varanasi, 2004
- Matriculation - U.P. Board, Jaunpur, 2002

Extra Qualification:-

- Basic Computer Knowledge MS Word, MS Excel and Internet.
- Tally.
- English Typing .

Strengths:-

- Capable to take every opportunity as a challenge.
- Positive Attitude.
- Hard Working & sincere towards the assigned work.

Personnel Information:-

Father's Name	:	Mr.Pannalal Verma
Permanent Address	:	Vill- & Post-Birampur, Kerakat Dist -Jaunpur (U.P) India
Date of Birth	:	15 th Aug, 1987
Marital Status	:	Unmarried
Language	:	Hindi
Nationality	:	Indian

Expected salary:-

- As per your company standard

Declaration :-

- I hereby declare that the particulars given above are correct and true as per best of my knowledge and belief.

Date:-

Place: - VARANASI

Rajan Kumar Verma



Signature