

CURRICULUM- VITAE

Rajan Kumar Verma
S-16/17 RAJA BAZAR NADESAR
VARANASI 221002,UP,INDIA
Email: rajanverma15aug@gmail.com
Mob:09451979438,08840872817



Objective Carrier:-

- 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.

Aug 2020 To Till Date :-

- Working as accountant good knowledge of accounting (Tally based, basic accounting , Bank Reconciliation ,GST and Balance Sheet, Back Office) Working experience in **Shakti Motors Varanasi.**

May 2014 To 13 June 2020 (Lock Down) :-

- Working as Jr. accountant good knowledge of accounting (Tally based, basic accounting , E-waybill, Bank Reconciliation GST and Balance Sheet) Working Accounting field and office works experience in **Modern Sanitary Store Varanasi.**

Nov 2010 To Feb-2013 :-

- Working as accountant assistant with good knowledge of accounting tally based and Cams, Software working in accounting field office work & Banking experience in **Punjab Cycle & Rickshaw Co. Varanasi (Dealer in- Cycle, Rickshaw, Parts & Accessories and CEAT Tyre.**

Apr 2004 OT Oct 2010:-

- Worked as Customer Support Executive Domestic ticketing with Good Knowledge of Galileo Wolds pan, Amadeus & Banking experience in **World View Travels Varanasi.**

Extra knowledge & Skill:-

- TDS, Payroll & 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

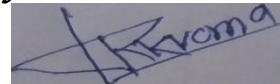
Declaration :-

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

Date:-

Place: - VARANASI

Rajan Kumar Verma



Signature