

Curriculum Vitae

ABHISHEK KUMAR VERMA

Add: - Choti Bazar Muchiyana, District- Banda, Uttar Pradesh-210001

Father's Name: - Mr. Rajesh Kumar Verma

Marital Status: - Unmarried

DOB: - 04/01/1995

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OBJECTIVE

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

ACADEMIC DETAILS

- Master of Commerce [2017] with aggregate of 50% from Bundelkhand University Jhansi U.P. (Goswami Tulsi Das Degree College, Chitrakoot Dham Karwi, District- Karwi)
- Bachelor Of Commerce [2015] with aggregate of 53% from Bundelkhand University Jhansi U.P. (Rajiv Gandhi D.A.V. Degree College, District-Banda)
- INTERMEDIATE [2012] with aggregate of 60% from D. A. V. Inter College Banda,(U.P. BOARD)
- HIGHSCHOOL [2010] with aggregate of 52% from B.P.M.P. Omer Inter College Banda , (U.P. BOARD)

WORK EXPERIENCE

- ❖ **Working as Account Executive in Keshav Trading Company, Hodal, District-Palwal (HR), 121106 from November 2020 to till date.**

JOB RESPONSIBILITIES:-

- Work In Tally Erp 9.
- Managing Cash Transactions, cash sheet and checking cash balance on daily basis.
- Generate invoices and E-way Bill.
- Preparation of Monthly Summary.
- Physical stock of raw materials.
- Preparation of purchase sheet, consumption sheet, stock sheet. Review employee's expenses and make reimbursement.

- ❖ **Working as Account Executive in Chemester Food Industry Pvt. Ltd., Kosi Kalan, District-Mathura(U.P.), 281403 from July 2018 to October 2020**

JOB RESPONSIBILITIES:-

- Preparation of MIS Report on daily basis.
- Sorting out incoming and outgoing daily Post and answering any queries.
- Managing Cash Transactions, cash sheet and checking cash balance on daily basis.
- Generate invoices and E-way Bill for ICDS U.P. Government Projects.
- Preparation of Monthly Summary ICDS Invoices (District wise, Master wise, Bill Wise).
- Physical stock of raw materials.
- Preparation of purchase sheet, consumption sheet, stock sheet. Review employees expenses and make reimbursement.
- Coordinate with HR for payroll of employees.

- ❖ **Worked as Assistant Accountant in Rajeev Gandhi Mahila Vikash Priyojna, District-Banda(Uttar Pradesh)-210001 from May 2017 to Jun 2018**

JOB RESPONSIBILITIES:-

- Worked with NGO (RGMVP) Banda.
- Managing Community Investment Funds according data and transfer Self Help Group Bank Account . Overall data entries according to survey.
- Salary sheet preparation of employees Field data analysis and make MIS report.
- On site survey and report to higher management.

FIELD OF INTEREST

- Accounting
- Marketing
- Auditor

SKILLS

- Technical skills- MS Office- Word, Excel, Power point, Basic computer knowledge
- Tally ERP 9
- Quick learner, ability to work under pressure
- Decision making, accuracy
- Motivation others, working with statistics

ACHIEVEMENTS

- Win prizes in exhibition, sports, contests at school

CO-CURRICULAR ACTIVITIES

- Worked with NGO, sports
- Environmental and ecology

EXTRA CURRICULAR ACTIVITIES

- Participated in various social activities

STRENGTH

- Tolerance: stress tolerance
- Problem solving and decision making
- Honest and helping nature
- Creative thinking, solution oriented
- Statistical analysis efficiency

HOBBIES

- Cricket
- Listening Music
- Reading Holy Books

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place :

(ABHISHEK KUMAR VERMA)

