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| **Educational Qualification**  **PROFESSIONAL QUALIFICATION**  **Computer Proficiency**  **Software Knowledge** | * Passed 10th from CBSE Board -2005(Delhi). * Passed 12th from CBSE Board -2007(Delhi). * Passed B.B.A (Mgt) from Jamia Hamdard University-2010 (Delhi). * Passed M.B.A (Finance) from M.D University-2014 (Rohtak) * Financial Accounting (Maintaining computerized Accounts & Preparation of All types Vouchers, B.R.S, Taxes, Accounting & Operation working.) * Good understanding of accounting basics (Journal/Ledger Entries, Balancing of accounts etc. * Also working Accounts Payable, General Accounting & Reconciliations Management Reporting& Analysis, Research & Analytics, Financial Transaction Processing, Finance Systems. * MS.Office, Word, Excel, Power Point, Tally 7.2, ERP- 9 & Internet. * Webtel * Tally ERP 9 * Busy |
| **Work Experience**  **Other details**  **Preferable Sector**  **Preferable Location** | * Presently Working in Clifton Springs Hospital Pvt Ltd. Senior Accounts Executive – Finance & Accounts Department, at Najafargarh, Delhi   To get practical experience during my studies, I worked in following:-   * Nissan Infratech India Pvt Ltd * Anex Shoes Company & N.R. Industries. * S.K. Aastha Hospital Pvt Ltd. * NRAM & Co. (CA) Firm. * Service Sector, Hospital Sector. * Delhi /NCR. |
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**Date:-**

**Place: -**

**(BIKRAMJEET SINGH)**