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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)**