

**Charan jeet  
 836-A**, St. No. 1, Laxman  
 Vihar, Phase- 1, Gurugram   
 -122001, Haryana  
 Telephone +917009947623  
 c.jeet15@gmail.com

**About Me**

**Accounts Professional.**

**My right hand is not working. Properly work with my left hand.**

**Education**

**Bachelor, Commerce (B.com)** Graduated, July 2013 **CMJ** University Marks 83%  
CMJ University Division 1  
Meghalya.

**10+2** Passed, April 2008National Institute of Open Schooling Marks 74%  
NIOS Division 1  
Noida, Uttar Pradesh

**10th** Passed, April 2008Haryana Board Of School Education Marks 74%  
HBSE Division 1  
Bhiwani, Haryana

**Professional Qualifications and Affiliations**

* 18 Months Diploma in Computer Application.

**Career Highlights**

**Include sought-after soft skills. Working as an accountant.**

**Follow current resume guidelines.**

**Focus on readability.**

**Make your work experience exciting.**

**Computer Skills**

* Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) –
* Microsoft Office Document Imaging and Scanning - Advanced
* Acrobat Reader 6.0 – Intermediate
* Tally ERP 9.0 & Tally Prime.
* Busy, Disha, Logic & Evershine (Accounting Softwares)
* Internet Also.

**Work Experience**

**Nov 2021 - Present  
Accounts Associate**Odicea Distribution Technologies Pvt. Ltd.Gurgaon, Haryana **Accounts related works.**

**Accounts Receivable.**

**Nov 2020 – Nov 2021**  
**Accountant**  
P. L. Industries  
Ludhiana, Punjab

**Accounts related works.**

**Accounts Payable & Receivable.**

**GST Filling, ITR Filling.**

**Jan 2017 – Sep 2020**  
**Accountant**  
Lucky Towel House  
Ludhiana, Punjab

**Accounts related works.**

**Accounts Payable & Receivable.**

**GST Filling, ITR Filling.**

**C-form.**

**May 2011 – October 2015**  
**Assistant Accountant**  
Kuvam Fashions Pvt. Ltd.  
Ludhiana, Punjab

**All Account related entries.**

**Knowledge of TDS Return.**

**Sale tax.**

**Bank Reconciliation.**

**Issue Cheques.**

**Computer Proficiency**

* Word 2010
* Excel 2010
* Evershine
* Logic
* Disha
* Tally ERP 9.0 / Prime
* Niyotail
* Busy

**Languages**

* Hindi
* English
* Punjabi

**Personal Interests**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team

**Personal Details**

Father’s Name: Mr. Laxman Dass Marital Status: Married  
Birthday: December 09, 1990 Nationality: Indian  
Gender: Male

**Declaration**

I, Charan jeet, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Charan jeet Gurgaon, Haryana  
  
 **Date:**