**RESUME**

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Name : OM SINGH JAKHAR

Father’s Name : Sh. HOSHEYAR SINGH

Date of Birth : 22nd Jun 1979

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Present Address : RZ-196 C/2, Rajnagar-II, Palam Cony, New Delhi-110045

Permanent Add. : V&PO- Akehri Madanpur, Distt- Jhajjar, Haryana-124146

**JOB OBJECTIVE AND PROFILE**

* To achieve higher goal in an organisation that offers growth to my career, utilising my communication skills, pleasing personality, professional approach and sound academic back ground.
* Over 23 years of reflecting experience in Armed Forces (Indian Air Force)

**ORGANISATION EXPERIENCE**

* Good knowledge of computer, MS Office, Excel, and Power Point.
* Good knowledge of Office Job and administrative Services.
* Good experience of Handling of Small Arms.

**EDUCATION QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard** | **Board/University** | **Pass. Year** | **Number (In %)** | **Year of Passing** |
| 10th | CBSE | 1995 | 66 | 1995 |
| 12th | NIOS | 2009 | 44 | 2009 |
| B. Com | MKU, Tamil Nadu | 2014 | 50 | 2014 |

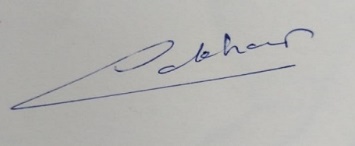
**PROFESSIONAL KNOWLEDGE**

* **Well 23 years’ experience of Accounts Executive in Indian Air Force.**
* **Good Knowledge of Disbursement of Payment, All types of Claim e.g. TD/LTC Claim Passing, Foreign TD Claim etc.**
* **Full knowledge of Inventory Management.**
* **Good Knowledge of passing of Bills regarding of any purchase or outgoing.**
* **Good Knowledge of Bills and Budget.**
* **Well knowledge of Accounting in Double Entry Systems including Trail Balance, Balance sheet, Audit Proceeding Board etc.**
* **Work with Tally Account Software.**
* **Work Experience with RFP, Contract agreement, And all Others Etc.**
* **Experience in forecasting in Budget.**

**IT PROFESSINAL**

* **Working knowledge of computer, MS Office, Excel, and Power Point.**
* **Filing of All types of IT Returns e.g., IT TDS, GST etc,**
* **Work with Tally Account Software.**

**Place : New Delhi**

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**Date : 02 Feb 2022 Signature**