

S RAJ KUMAR

H.NO-284, RAMA ENCLAVE, NOORPUR(JHARSA)
Badshahpur GURUGRAM(HR)
Mobile No:- 9717912357
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OBJECTIVE

- To make yield growth your esteemed organization along with mine by working in a challenging atmosphere and exhibiting my skills and years of experience in the best possible way with utmost sincerity and dedicated smart work.
- Maintain business quality through extensive and consistent results tracking.
- Outstanding interpersonal and communication skills
- Respond to all customer queries, issues, and requests.

EDUCATIONAL QUALIFICATIONS

Course	Percentage	Pass out Year	Institute / School	University / Board
M.Com	59%	2020	INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)	INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)
CHARTERED ACCOUNTANT (INTER Group -1)	54%	2019	INSTITUTE OF CHARTED ACCOUNTANTS OF INDIA	ICAI
B.COM	54%	2017	SCHOOL OF OPENLEARNIN G(SOL)	DELHI UNIVERSITY(DU)
Class XII	63%	2014	RISHI PUBLIC SCHOOL	ISC BOARD

AREA OF KNOWLEDGE

- Microsoft Office – 2010 Excel, Word, Powerpoint
- Accounts Book Keeping
- TDS
- Inventory Management
- Tally Prime

PREVIOUS EXPERIENCES

- Worked as an Finance Executive in Claimtherapist from December,2021 to Feburary 2022
- Worked as an Management Trainee in Mayasheel Retail India Ltd. from May,2022 to December 2022.
- Currently working as an Jr. Accounts Executive in Specsmode Pvt. Ltd from June 2023.

PROFESSIONAL CERTIFICATIONS

- P.G Diploma holder in INTERNATIONAL BUSINESS OPERATIONS (exam conducted by IGNOU held in JUNE 2019)
- Certificate holder in Integrated Course On Information Technology and Soft Skills(ICITSS) conducted by ICAI Gurgaon
- Completed Chartered Accountant (foundation) exam on 2016 with 50%
- Completed Chartered Accountant (Intermediate) Group-1 exam on 2020 with 54%.
- Completed M.com (Final year) with IGNOU on 2020 with 59%.

PERSONAL DETAILS

- | | | |
|-------------------|---|---|
| • Date of birth | : | 17 th FEB,1997 |
| • Father's name | : | Mr. R.S. KUMAR |
| • Mother's name | : | Mrs. LATHA KUMAR |
| • Address | : | H. No - 284, Rama Enclave, Noorpur (Jharsa),Sector-68, Gurgaon, Haryana |
| • Nationality | : | Indian |
| • Languages known | : | English, Hindi |

I hereby declare that the information given here with is correct to my utmost knowledge and I will responsible for any discrepancy if any.

Place: GURGAON
Date: 06/09/2023

(S RAJ KUMAR)

