

## **Rajnish kumar Yadav**

SEC-37 ANJANA COLONY

GURGAON HARYANA

PIN CODE - 122001

MOB NO - 8525098768

### **OBJECTIVES**

A growth-oriented profile in company. where my skill and knowledge are effectively

Used for the success of the Organization.

Besides continuously helping me grow technically as well as personally.

### **WORK EXPERIENCE**

**I have 2+ year experience in Bhargava Motors LLP (Authorized Distributor of Mahindra & Mahindra) as an accountant.**

- Bank & Bank reconciliation and Bank related work daily.
- Generate E - invoices for all bills.
- Daily follow-up for payments regularly and controlling debtors by ageing analysis.
- Payment of parties / Advances payment & received Entry.
- Creditors and debtors Tally party ledger .
- Receivable ageing report which will be discussed with the sales staff.
- Purchase enter import & export and pending invoice daily follow up .
- Party billing , credit note & pending report.
- Handling all the responsibilities of accounts receivable.
- **I have 6 month experience in Air care Equipments as an accountant.**
- AMC plan sheet ready.
- Service fallowup and Manpower handling .
- Billing & inventory mangment .
- Dispatch materrial monitor & sheet update .

## QUALIFICATION

- ❖ 10<sup>th</sup> passed from U.P Board in 2017
- ❖ 12<sup>th</sup> passed from U.P Board in 2019.
- ❖ B.Sc from VBPS university.

## PROFESSIONAL QUALIFICATION

Web Technologies E - mail , Internet, and Outlook Express.  
Word pad , MS Excel , **Busy software** .

## BASIC PROGRAMMING LANGUAGE

HTML, CSS

## STRENGTHS

- Honesty
- Work hard & learn fast
- Creative thinking
- Self – Confidence
- Positive Attitude

## PERSONAL PROFILE

|                       |           |                     |
|-----------------------|-----------|---------------------|
| <b>NAME</b>           | <b>:-</b> | RAJNISH KUMAR YADAV |
| <b>FATHER NAME</b>    | <b>:-</b> | SUDARSHAN YADAV     |
| <b>DATE OF BIRTH</b>  | <b>:-</b> | 04-10-2001          |
| <b>NATIONALITY</b>    | <b>:-</b> | INDIAN              |
| <b>MARITAL STATUS</b> | <b>:-</b> | UNMARRIED           |
| <b>LANGUAGE</b>       | <b>:-</b> | HINDI & ENGLISH     |

## DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief Please gives me a one chance in your Origination Company.

**PLACE**       **:-**

**DATE**       **:**