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**Name**

180 M G Road

Block 15 DA

Bangalore-570000

**Mobile: +91-9000000000**

*E-Mail****:*** xxxx@abc.com

 **OBJECTIVE**

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals

**PROFESSIONAL SUMMARY**

* 5 Years of Work experience involving sales accounting, sales Reconciliation, Debtors reconciliation, cash handling & accounting, Bank Reconciliation, statutory payments, employee accounts, Maintain of general ledger, internal auditing, Inventory Verification.
* Working Knowledge of Ms office & Tally (ERP.9)

**ATTRIBUTES/ ABILITIES**:

* Excellent interpersonal and communication skills
* Self- motivated, methodical and process driven
* A team player, continuous learner and proactive
* Tenacious, independent and willing to take the initiative

 **Strength:**

* Positive attitude, hardworking and ability to work under pressure
* Ability to reach goals
* Leadership quality

**ACADEMIC QUALIFICATION**

* Completed graduation in Commerce at ABC.College Hebri in 2005 from Mangalore University.

**TECHNICAL SKILL**

* DOS, Windows, MS-Office (Word, Excel, Access, PowerPoint) Internet.
* Skills ERP Package Tally (ERP9)

PERSONAL DETAIL

Father’s Name **:** Mr. R C Biswas

Date of Birth **:** 13th February, 1985

Marital Status **:** Single

Languages Known **:** English, Kannada, Hindi, Tulu, and Tamil & Telugu.

Interest & Hobbies  **:**  Reading books, Singing, Playing Cricket, Watching TV.

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore yours faithfully

Date: Nirupam Wiswas