

# Curriculum Vitae



**Ho. No.210**

**Maida Mohalla Lal Kurtti,**

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**Meerut, ( U.P)**

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## **Career Objective:**

To become a successful professional life so as an active organizational and personal goal.

## **Academic Qualifications:**

- M.com From CCS University in (2009-2011),Private
- B.com from CCS University in (2005-2009) Regular, One Year Gap
- Intermediate from UP Board in (2004-2005) Regular.
- High school form UP Board in (2002-2003) Regular.

## **Professional Qualifications:**

- MBA From UPTU, Lucknow (2010-2012), Regular
- LL.B, From CCS University, Regular (2018-2021)

## **Job Experience:**

- Six month worked with Sindh Pharma Pvt. Ltd. C & F Meerut as a Executive Account.

### Job Profile

1. Purchase & Sale Entries
2. Form 38
3. Tally ERP 9

- Six month worked with Mine Power Solution as a SCM Executive.
- One year six month worked with CPS Shapers Pvt. Ltd. Meerut as a Executive Account

### Job Profile

1. Day Book & Entries
2. Tally ERP 9
3. Sale & Purchase Entries
4. Salary Sheet
5. Attendance Sheet
6. Sale & purchase Summary
7. Form 38, C , F
8. Bank Reconciliation Statement
9. Maintain The File

- One year seven month worked with Grass Root Education Foundation Meerut as a Senior Account.

### Job Profile

1. Day Book & Entries
2. Tally ERP 9
3. Sale & Purchase Entries
4. Salary Sheet
5. Attendance Sheet
6. Sale & purchase Summary
7. Bank Reconciliation Statement

- Worked with Mine Power Solution (From 4-Oct-17 To 10-Dec-21 )

1. Warehouse Executive
2. Finance Executive
3. MS Excel (Vlookup & Pivot Table)

- Working With La Belle Vie Soul Jewellery Pvt. Ltd. as a Accountant & Operation Executive. (13-Dec-21 To Till.)

### Key Skills:

- Sincere and hard working habits
- Learn New Things
- Team Work

### Personal Profile:

Name	:	Parag Singhal
Date of birth	:	30-July-1987
Father's name	:	Mr. Pawan Kumar
Mother's name	:	Mrs. Madhu Singhal
Marital status	:	Married
Nationality	:	Indian
Hobbies	:	Listening Song
Mobile	:	+919286030777
Language known	:	English & Hindi

### Declaration:

I hereby confirm that all above-mentioned mandatory information's are true to best of my knowledge.

Date :

Place:

(Parag Singhal)