

# *RESUME*

**MAHAK SINGH**
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## CARRIERS OBJECTIVES AND VISION

To be a result oriented part of an organization where my skills and knowledge can be utilized for both organization as well as my own development.

## QUALIFICATION

| DEGREE/COURSE | INSTITUTE/UNIVERSITY | YEAR OF PASSING |
|---|---|---|
| MBA | Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow | 2016 |
| BBA | C.C.S.University, Meerut | 2014 |
| Intermediate | U.P. Board, Allahabad | 2011 |
| High School | U.P. Board, Allahabad | 2009 |

## PROFESSIONAL EXPERIENCE

- Worked in **Trimurti Engineering Works of Groups, Muzaffarnagar (U.P.)** As an **Assistant Accountant and Computer operator** from **Jun - 2016 to March -2021** it is an manufacturing company which is produce **M.S. Ingot and M.S. Bar**
- Worked in Rana Industries, Radiant Bar Landhora (U.K.) As an **Assistant Accountan and Computer operator** From **May-2021 to December-2021** it is an manufacturing company which is produce **M.S. Ingot and M.S. Bar**

## JOB PROFILE

- Generate Sales invoice and E-Way bills for good carrier.
- Maintain Sale and Purchase bills data entry in Tally ERP 9.
- Prepare monthly Salary, P.F. and ESIC Sheet.
- Drafting E-mails and All Bank's works.
- Cash Management Including staff salary and labour Salary.

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## SKILLS

- Knowledge of Tally ERP 9, MS Excel, MS Word, Power Point.
- Knowledge of Internet.

## STRENGTH

- Team Worker
- Result Achiever

## ACHIVEMENTS

- Certificate in **CCC (Course on Computer Concept)** by **NIELIT** in 2013.
- **North Zone Certificate** in Hockey Match by CCS University of Meerut in Year 2011, 2012 AND 2013.
- Clear the **Refership Exam in hockey** on the District level
- Participated in **Zest 'n' Zeal Competition** in S D Management College in 24/04/2012.
- Participated in **Scout Guide for First Sopan** in By S. D. Inter College of Muzaffarnagar.

## HOBBIES

- Make new Friends
- Photo Shoot

## PERSONAL INFORMATION

| | | |
|---|---|---|
| Address | | : Village- Almaspur, Post – New Mandi, |
| | | : District – Muzaffarnagar (UP) 251001 |
| Mobile No | | : +91, 8392818782,7505242600 |
| E-mail | : | smjio24493@gmail.com |
| Father's Name | : | Shri Surendra Kumar |
| Gender | : | Male |
| Date of Birth | : | 24th April 1993 |
| Marital Status | : | Married |
| Language | : | Hindi & English |
| Nationality | : | Indian |

## DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for correctness of the above mentioned particulars.

Date:……

Place:…….. **(MAHAK SINGH)**