CURRICULUM VITAE

# SANJEEV KR. TRIPATHI

# Plot No. 76, Satyam Vihar

Najafgarh Road,

Baprola, New Delhi-43

(Mob.) +8587990663

E-Mail Id: sanjeevk.tripathi@hotmail.com

## CAREER OBJECTIVE

I believe in intellectually stimulating work process, to excel & succeed through hard work. Thus enhancing value addition to my job, the organization and my self.

**EDUCATIONAL QUALIFICATIONS :۩**  B. Com.

University of Delhi

Year: 2002

**۩** ClassXII

Commerce Stream

C.B.S.E. Delhi

Year: 1999

**COMPUTER SKILLS : ۩** Tally Accounting Package (Ver. 9, 7.2,

6.3, 5.4, 4.5)

**۩** Basic Computers Course from DICS

(MS-Dos, MS- Excel, MS-Word, MS-Power Point, Internet etc.)

**WORK EXPERIENCE : ALCHEMIST PARK HOSPITAL**

**Sec-53, Gurgaon,** As Asst. Manager

Accounts

(from Oct, 2015 )

**: DELHI HEART & LUNG**

**INSTITUTE (Super Specialty**

**Hospital)** As Account Executive

(form Oct. 2009 to Oct, 2015)

**……. Contd.**

**۩ DIGITEX MEDICAL SYSTEMS**

**PVT. LTD.** As Account Executive

(form Nov 2006 to Oct. 2009)

COMPANY PROFILE Deals in Healthcare Equipment and

Accessories, Patient Monitoring. (Authorized distributor

of Philips Electronics India Ltd. In Delhi & NCR)

**JOB PROFILE:**

* Maintaining accounts on Tally 9 (In Digitex)
* Checking bills GRN from Purchase , Pharmacy Admin. & General Store
* Purchase Bill Posting
* Handling Doctors Panel Package (Professional Fees And Share)
* Monthly Bill of Outsources like. Housekeeping, Security, Biomedical, catering etc.
* Proper file work of all bills, TDS (Form16 & 16A) etc.
* Handling Imprest suppliers Bill with Account reconciliation
* Handling Marketing cuts
* Preparation of vouchers and cheques
* Accounts/Bank Reconciliation
* Venders Dealing
* Preparation of Salaries, PF
* TDS Work on Package
* Daily Cash Collection From Billing and Pharmacy Store and handling petty cash

**PERSONAL DETAILS :**

Fathers Name : Mr.. R. Prasad Tripathi

Date of Birth : 09th Nov, 1979

Sex : Male

Marital Status : Married

Language Known : Hindi, English

Nationality : Indian

Religion : Hindu

Hobbies : Reading and Singing

Place : Delhi

Date :

**(SANJEEV KR TRIPATHI)**