

CURRICULUM-VITAE

SAHIL SHARMA

Ho. No-50, Street No-7, Block-B
Omkar Dham Mandir Road,
Rama Vihar, New Delhi-110081.
Email:- Satpal384@rediffmail.com
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CAREER OBJECTIVE:

- To be associated with a growing organization as its integral part and maximize on my Strength and potential to benefits the organization.

ACADEMIC QUALIFICATION:

- 10th Passed From Allahabad Board, Uttar Pradesh.
- 12th Passed From Allahabad Board, Uttar Pradesh.
- B.A Passed From Delhi University, New Delhi.
- MPA From IGNOU, New Delhi.

PROFESIONAL QUALIFICATION

- Diploma in Computer Education from ICCE, Hapur, U.P.
- Diploma in Commercial Account from R.K. Malhotra's Rohini, New Delhi.

WORK EXPERIENCE:

- 5 Year Experience (16.06.2010 To 31.12.2015) in Blazeproof Systems (P) Ltd.
- Position : Account Manager & Office Executive.

JOB PROFILE:

- Arrange written inspection reports, quotation and statement.
- Manage all accounts (As sale tax, annexure, service tax, and sale-purchase register).
- Check mail and reply, coordinate with creditor/debtors for material purchase/Sales.
- Making of all type bill, certificate, and letter.
- Maintain of all dispatch register.
- Completion of all data, daily reporting & Salary.
- Coordination with site supervisor.
- Making vouchers & cheques.
- Full fill responsibility of cash.
- EPF/ESI/Banking.
- Maintain stock.

ASSETS & STRENGTHS

- Motivates Systematic & Planned Working.
- Dedicated & Determined to Assigned Work.
- Accepting of Change with New Initiatives.
- Ability to Take Challenges.
- Eager to learn from other & Co-operative.

INTERESTS & HOBBIES:

- Internet surfing & Reading books.
- Listening music & Watching movies.

PERSONAL DETAILS:

Name	:	Satpal Singh
Father's Name	:	Shri Meer Singh
Mother's Name	:	Smt. Kamlesh Devi
Date of Birth	:	05 th Jan. 1992
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	Hindi, English & Urdu.

DECLARATION:

- I do hereby declare that all the above mentioned information given by me is to the best of My knowledge.

(SATPAL)

Date:

Place :