



## **CURRICULAM VITAE**

**ANIL SAXENA**

**Permanent Address: -** G-12/10, Gali No-5, Brahampuri, Ghonda, Shahdara,  
Delhi-110 053

**Mobile: - 0-98 183 27733**

**E-Mail: - [aasmgs@gmail.com](mailto:aasmgs@gmail.com)**

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### **Career Objective**

To achieve continuous growth through learning & experience and to work to the best of my abilities to contribute meaningfully towards growth of my organization. To achieve desired goals through Hardworking, Sincerity, Punctuality & Honesty.

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### **Academic Qualifications**

- 10<sup>th</sup> Class From CBSE Passed from Delhi (1980)
- 12<sup>th</sup> Class from CBSE (Commerce Side) Passed from Delhi (1982)
- B.Com from Delhi University (1985)

### **Linguistic Proficiency**

- Hindi - (Read, Write, Speak)
- English - (Read, Write, Speak)

### **Key Skills (INDEPENDENTLY)**

- Tally Accounts Software easily run
- Single Handled with Daily Day Book/Cash Book/Ledger/Balance Sheet etc.
- Knowledge of Sales Tax, Works Contract Tax, Service Tax, E.P.F., E.S.I. etc.
- Making of Sales Tax Return Monthly/Quarterly etc.
- Complete work handled in Bank
- Ms Office- Ms Word, Ms Excel

- Letter making of any type of correspondence.
- Internet- Surfing, Searching, Downloading etc.
- Quick Learning
- Basic Shortcuts

### **Working Experience:-**

**16 Years** Work in Electrical Contracting Firm as an Company's Accounts In-charge, Administration In-charge (Additional Site In-charge, Panel Factory In-charge), w.e.f. Jan.-1986 to April – 2002 ( M/s. HITECH ERECTORS PVT. LTD., West Patel Nagar, New Delhi)

**08 Years** Work in Electrical Contracting Firm as an Company's Accounts In-charge, Administration In-charge (Additional Site In-charge,), w.e.f. May – 2002 to March – 2010 ( M/s. NUTECH ENGINEERS, Rohini, Delhi ) Contact Person – Mr. Arun Srivastava, Proprietor– Mob.No.9810718578.

**04 Years** Work in Electrical Contracting Firm as an Company's Accounts In-charge, Administration In-charge (Additional Site In-charge,), w.e.f. March – 2010 to as on date ( M/s. AS NUTECH ELECTRICALS PVT. LTD., Rohini ) Contact Person – Mr. Arun Srivastava, Managing Director – Mob.No.9810718578.

### **Personal Details**

**Father's Name** : - Sh. I. N. Saxena (Retired from Railway Govt. Service)

**Date of Birth** : - 14<sup>th</sup> May, 1965

**Age** : - **49** Yrs.

**Gender** : - Male (Married)

**Nationality** : - Indian

**Hometown** : - Delhi

**Category** : - General

**Religion** : - Hindu

**Marital Status** : - Wife (House), One Son (Studying), One Daughter (Studying)

**Strengths** : - Self Confidence, Hard Working, Well Communication Skills

**Language Known** : - Hindi (Read, Write, Speak) English (Read, Write, Speak)

**Hobbies** : - Internet Surfing, Social Networking

**Expected Package** : - Decided at your end after the see my experience etc.

**Declaration**

I hereby confirm that the information given in this resume is true to the best of my Knowledge & I bear the responsibility for the correctness of the above mentioned particulars.

A handwritten signature in black ink, appearing to read 'Anil Saxena', is enclosed within a dashed rectangular border.

( ANIL SAXENA )