

Curriculum Vitae

Surender pal

Contact no. 9717528721

B-231 Mangol Puri, Delhi-110083.

OBJECTIVE

To do work hard in every field of life and to attain a Challenge and responsibility
Where I can contribute the best of my skill and effort for the growth of the organization as well as
my self.

STRENGTH:-

Good communication skill and hard work.

PERSONAL DETAILS:-

Father's Name	:	Sh. Pratap Singh
Date of Birth	:	09 th Mar 1986
Marital Status	:	Un-Married
Nationality	:	Indian
Religion	:	Hindu
Language Known	:	Hindi & English

EDUCATION QUALIFICATION

- 1.10th (Passed) from C.B.S.E.2005
- 2.12th (passed) from C.B.S.E. 2007
3. B.Com. Pass 2013 (Delhi University External Cell)

TECHNICAL QUALIFICATION

1. I have Good knowledge of computer Skill.
2. Basic fundamental, Windows Xp/, Ms-office, Ms-word, Ms-excel, Ms-power point, Ms-access.
3. Internet.
4. Tally 9.0, 7.2, 5.4.
5. I have good knowledge of Vat, Tds, Cst, Income tax, Service tax. Esi ,Epf, Return Filling

WORKING EXPERIENCE

1. Six Month Teaching experience in a Computer Basic.
2. Six Month worked as a Assistant Account With a CA firm.
3. I have Nine Month experience in a S.S.Industries manufacturing firm.
4. I have 1 year Experience In a Mehar Footwear Pvt.Ltd. Company as a Assistant Accountant.
5. I have 4 years experience in Delton infra Pvt Ltd Company as a assistant HR.

Date.....

Place: New Delhi

Signature

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