**PARVEEN KUMAR KAUSHIK**

Mobile No-09541979097

Email-parveen19842111@gmail.com

**CAREER OBJECTIVE**

To be part of successful Organization to ensure its growth and grow with the same by discharging , challenging task involving utilization of my knowledge, skills and experience

**Professional Summary:**

**I, Parveen Kaushik, am working with LIFEGUARD MEDICALS as an Accountant since May 2018**

**Experience:**

**1. One year and Six month experience as an Accountant in LIFEGUARD MEDICALS**

**2. Eight years and Three Month experience as a Sr.Accountant on branch level in NOSLAR INTERNATION LTD.**

**3. I have worked with ICICI PRUDENTIAL LIFE INSURANCE COMPANY Ltd** as an **Associate Financial** **Service Manager** from 24th March, 2008 to 17th march, 2009.

**Job Profile:**

**1. Maintain the accounts of dealers**

**2. Maintain the cash book of the branch**

**3. Work in Tally 9.2 ERP, MARG ERP9+**

**4. Bookkeeping**

**5. Making the bill of dealers**

**6. Work at branch level**

**7. Gst Return filing**

**Achievements**

**As an Accountant:**

**I got promoted from Assistant Accountant to Account within six month in NOSLAR INTERNATION LTD and after that got promoted as a Sr. Accountant.**

## ACADEMIC PROFILE:

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Board/University | Year of passing | % |
| MBA | ICFAI, Hyderabad (AP) | 2006-2008 | 60% |
| BCOM | M D University Rohtak (Haryana) | 2002-2005 | 57.5% |
| 12th commerce | R E D SR SEC School Chhuchakwas, Jhajjar (Haryana)CBSE board | 2001-2002 | 72% |
| 10th | Govt SR SEC School Dubaldhan, JhajjarHBSE board | 1999-2000 | 57.5% |

**SPECIALIZATION IN MBA:**

**Major –** FINANCE

**Minor -** MARKETING

**TECHNICAL SKILL:**

One year diploma in computer application

* ( M S-Office, Tally ERP, MARG EPR9+ )

**STRENGTHS:**

* Self motivated
* Good communication
* Hardworking
* Self-confident, dedicated & optimistic and a Quick Learner with a lot of

Perseverance

**PERSONAL PROFILE:**

### Name : Parveen Kumar Kaushik

### Father’s Name : Mr. Rajender Singh

Date of Birth : 21st November 1984

Permanent : Parveen Kaushik S/o Rajender Kaushik

V P O – Dubaldhan, Pana- Ghikyan (Bohtyan)

Distt- Jhajjar, State- Haryana

Pin Code-124202

Date: (Parveen Kumar Kaushik)