

## **RESUME**

# **AJAY SALWAN**

**MOBILE NO- 8168601593**

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### **OBJECTIVE**

To Continuously Enhance My knowledge, skills and Experience By getting involved In challenging Work Environment and utilize them for personal and organization growth to the best of my Ability.

### **ACADEMIC QUALIFICATION**

- Matriculation from CBSE board in 2011.
- +2 from CBSE board in 2013
- B.COM from K.U.K 2017
- PURSUING MBA from LPU in (distance education)

### **EXPERIENCE**

- WORKING IN LAST 2.5 YEARS FOR WASON TYRES. ( Tyres Distributor )
- WORKING THERE AS ACCOUNTS ASSISTANT AND SALES EXECUTIVE.
- DO WORK LIKE ORDER RECEIVING, BILLING , AND DISPATCHING.
- GOOD KNOWLEDGE ABOUT CAR TYRES , TRACTOR TYRES , TRUCK TYRES . REGARDING THERE SIZES ,PATTERN,BRANDS OF MANY COMPANIES.

### **TECHNICAL SKILLS**

- Done certification course of training in Accounting and Taxation from City Commerce Academy, (Chandigarh)
- Can work efficiently in Tally , BUSY OR ANY OTHER ACCOUNTING SOFTWARE
- Good knowledge about MS OFFICE

### **PERSONAL QUALITIES & STRENGTHS**

- Learning ability
- Flexibility and Adaptability
- Positive attitude
- Good communication skills

- Responsible , Goal oriented , Honesty and integrity , Punctuality , Communicating , Loyalty , Hardworking\_.

### **PERSONAL DETAILS**

- Date of birth : 23-AUG-1995
- Father name : Vijay kumar salwan
- Language known : Hindi , English
- Martial status: Unmarried
- Address : 966 /Z Tara Puri Colony Vishnu Nagar Jagadhri workshop Yamunanagar (Haryana)

**Date : .....**

**Place : .....**

**(Ajay Salwan)**

