

Curriculum Vitae

Rajpreet Singh

PERMANENT ADDRESS

**H. No. 8411/3d, St No. 15, Gurpal
Nagar, Ludhiana (141003).
Contact No. : - 85678-33347**

OBJECTIVE:

- To Attain the Professional Excellence by Utilizing the best Knowledge and Skills.

QUALIFICATION:

- 10TH From P.S.E.B (Shalimar Model Sen. Sec. School) (2014) with 72% marks.
- 10th +2 Commerce From P.S.E.B (Teja Singh Sutantar Memorial Sen. Sec. School) (2016) with 90% marks.
- B.com From G.N.D.U (Ramgarhia College, Phagwara) (2019) with 55% marks.
- I am Pursuing MBA degree in Finance And Digital Marketing.

EMPLOYMENT EXPERIENCE:

**June 2019 to Nov 2021 Accountant Assistant.
SPACE FASHIONS LIMITED.**

- Reconciliation of Bank Statement.
- Recording Reciepts & Payments.
- Ledger Prepration & Balancing.
- Entering Sale & Purchase bills into the computer programs.
- Maintaining Billing & Billing related entries.
- Go to the bank for deposit cheques & other works.

**Dec 2021 to Till date Accounts & Finance Assistant
KANGARO INDUSTRIES LTD.**

- Reconciliation of Bank Statement.
- Entering bank statement entries .
- Ledger Prepration & Balancing.
- Paying payments of vendor.
- Prepare excel reports of sundry creditors & sundry debtors twice a month.
- Entering Import & Export payments into the computer program.
- Handling Accounts Receivable (AR) and Accounts Payable (AP).
- Recording Reciepts & Payments.

- Maintain balance in Bank Accounts.

SOFTWARE SKILLS: E-MANAGE ,TALLY ERP PRIME, MS-EXCEL , MS-WORD EXPORT SOFTWARE AND SAP.

ADDITIONAL SKILLS:

- 2 Years Diploma of Computer Hardware & Software From Excel Net Computer Center (2014).

HOBBIES:

- Travel.
- Listening Music.

PERSONAL DETAILS:

Father's Name	:	S. Veer Singh
D.O.B	:	06-02-1997
Nationality	:	Indian
Marital Status	:	Unmarried
Language Known	:	Punjabi, English & Hindi
Gender	:	Male

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