**Curriculum-Vitae**



**Shivraj Kumar**

Address: - 127/189 Juhi Ghara Hamirpur Road Kanpur

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Contact: +91- 9621769029

**Career Objective**

To work with full dedication and honesty to achieve the goal for development of Organization and self.

**Academic Qualification**

* I have Completed B.com.in 2014 from CSJM University.
* I have Completed Intermediate in 2011 from U.P. Board.
* I have Completed High school in 2009 from U.P. Board.

**Technical Qualification**

* I have completed PGDCA Course from Recognized Institute.
* I have completed Computer Assemble Course from Recognized Institute.

**Other Certification Course**

* I have done Logistics & Supply Chain Management course named CLEx (Certificate Course in Logistics Excellence) from Safeducate Learning Pvt. Ltd. affiliated from Chartered Institute of Logistics & Transport, U.K.

**Working Experience**

* Worked in Micromax Service Center as a Software Engineer and Q.C.

(From April 2012 to October 2012)

* Worked in Global Solution Placement Consultancy as a Recruiter.

(From8 April 2014 to 27 October 2014)

* Worked in Man Mohan & Co. as an Executive Auditor.

(From 14 August 2015 to 10 November 2016)

* Presently working in Vinndhya Circuit Processors Pvt. Ltd. as an Store In charge &

HR Executive. (From 24 December 2016 to 26/11/2018)

* Presently working in Vinndhya Circuit Processors Pvt. Ltd. as an Accountant

From 27/11/2018 to till date.

1:- Preparation of sale bill.

2:- Voucher Fidding (i) Purchase (ii) Journal (iii) Cash Voucher (iv) Bank Voucher

3:- Bank Reconciliation.

4:- Party Reconciliation.

5:- Generate E-Waybill.

6:- E-payment (GST, ESIC & PF)

**Strength**

* Positive Attitude
* Patience

**Personal Information**

Father’s name: Mr. Bharat Jee

D.O.B.: 15/12/1993

Languages: Hindi, English

Gender: Male

Nationality: Indian

Marital status: Unmarried

Hobby: Playing cricket

**DECLARATION**

I hereby declare that the foregoing information is correct to the best of my knowledge and belief.

Date:

Place: Shivraj Kumar