

CURRICULUM - VITAE

Vivek Kumar Saini

62 choudhary talab, Thana kila bankhana,
Bareilly (U.P.)

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Career objective:-

Professional goal includes continuing to grow in leadership and knowledge.
Willing to work in challenging environment so that I would explore myself
And realize my potential.

Educational qualification:-

- ★ Post graduate in **Commerce** from **Bareilly College** in 2011.
 - ★ Graduate in **Commerce** from **Bareilly College** in 2009.
 - ★ Intermediate in **Commerce** from **Vishnu Inter College** in 2006.
 - ★ High School in **Commerce** from **Manohar Bhushan Inter College** in 2004.
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Professional qualification:-

- ★ One year diploma in **DCA** computer course.
 - ★ Two month diploma in **Tally 5.4 & Tally 9.0 ERP**.
 - ★ Knowledge of **Hindi & English** typing.
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Work Experience:-

- ★ Currently Working in **M. R. Marketing Pvt. Ltd. in Account Department** since **January 2016**.
 - ★ Three Month experience in **Ashoka Emporrio (A unit of Ashoka Foam) as an Assistant Accountant.**
 - ★ One & Half year experience as an **Assistant Accountant & Office Operation** work in **M. Khan Hospital.**
 - ★ One year experience as a **Computer Operator** in **Adtek Designing Co.**
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Strength:-

Hard working
Good communication skills

Personal profile:-

Date of birth	: -	1 st April 1989
Father's name	: -	Mr. Naresh Chand Saini
Marital status	: -	married
Gender	: -	Male
Language known	: -	Hindi & English
Nationality	: -	Indian
Hobbies	: -	Listening & Dancing

Declaration:-

I hereby declare that the above information are true to the best of my knowledge. I understand that if any information given above false or incorrect my candidature is liable to be rejected.

Date: -

Place: - Bareilly

(Vivek Kumar Saini)