***Curriculum Vitae*** 

NAVEEN KUMAR

**Career Objective:** To be associated with a firm/Company, which provides career development opportunities and where I can learn and contribute in its progress through my knowledge and skills.

**Personal Profile**

Name : Naveen Kumar

Address : H.NO. 217 VPO Mukhmel Pur Delhi - 36

Telephone No : 9667981809

E-Mail Address : 2010naveentanwar@gmail.com

Date of Birth : 27th March 1991

Marital Status : Single

Nationality : Indian

Languages Known : Hindi, English

Father’s Name : Sh. Meer Singh

**Educational Qualification**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **University/Board** | **Month-Year** |
| MBA | Guru Jambeshwar University Hisar | 2015 |
| BBA | Guru Gobind Singh Inderprastha University, Delhi | 2012 |
| B.COM | School of Open Learning, Delhi University | 2014 |
| 12th (Commerce) | CBSE, Delhi | 2008 |
| 10th | CBSE, Delhi | 2006 |

**Experience:**

Currently Working at**CA. Parveen Gupta & Associates** as Account Executive

where my role involves the followings:

Sale, Purchase, (Tally ERP 9), E-way Bills, Bank Reconciliation, Debtor, Creditor, Bills Payable, Bills Receivable, Stock Management, Filing GST Returns, TDS, Computax Data Feed, ITR Form 16, Balance Sheet, Profit & Loss account on computax, etc. and other documents related works as and when my sir requires me to do.

* I also look after 2 firms mainly, where Imports take place that is **Balaji Chemicals & Sukhdham Impex** at their Godown Where I do the Import accounting, filing GST Return, TDS, Sale, Purchase, documentation work etc .

**Computer Skills**

* Certificate of Basic Course of Computer.
* Knowledge of **MS Excel, MS Word Tally ERP 9 GST** etc.
* Good Typing Speed 40+(According to Typing Master S/W)
* GST Returns (**GSTR-1 AND GST3B**, TDS ETC)
* Account payable, account receivable

**Extra Achievements**

* Semi Final Winner of 2nd Pt. Deen Dayal Upadhyay General Knowledge Quiz 2011 (Delhi State Parliamentary Level)
* Certificate of Competition-Quiz – Ministry Of Water Resources - 2009,2010

**Hobbies and Interests**

- Watching Cricket, Watching TV

- Listening Music, surfing Internet. Reading Newspaper

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

Date:3rd December, 2018

NAVEEN KUMAR

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