

# **CURRICULUM VITAE**

## **VARUN KUMAR YADAV**

Kh.-354 Gali No-3

Swaroop Nagar Delhi

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## **CAREER OBJECTIVE :-**

- Looking forward for an opportunity to work in a progressive and challenge environment where, i can enhance my skill and potential achieve perfection in my adapt trough work good communication skills, hard working diligent adapt according to the work environment.

## **ACADEMIC SKILLS:-**

- 10<sup>th</sup> Class Pass from CBSE Board.
- 12<sup>th</sup> Class Pass from CBSE Board.
- B.A Passed form Delhi University.
- M.A Pursing Form IGNOU.
- LLB Pursing form CCS university

## **PROFESSIONAL QUALIFICATION:-**

- Basic computer knowledge (M.S Word , M.S Excel , M.S Power Point )
- Tally ERP 7.0, 9.0 Pro
- Busy
- G.S.T RETURN (R-1, 3B,R-2 RECO).
- TDS CHALLAN AND RETURNS.
- DAVT CASE, C FORM ISSUE H FORM.
- BRC ISSUE ( IMPORT & EXPORT )
- EXPORT SHIPPMENT DOCUMENTS KNOWLEDGE.
- BALANCE SHEET FINALIZATION.
- 0.1 EXPORT DOCUMENTS KNOWLEDGE
- GST ANUUAL RETURN FILED & DATA FINALIZATION.
- GST REFUND KNOWLEDGE.( EXPORT )
- Esic challan payment and salary made .

## **WORK EXPERIENCE:-**

- 8 Month Working With Shree Ram Services as a Accountant.
- 10 Month Work With SANJAY MADHAV & Co. as a Accountant (C.A Sanjay)
- Working with Satyam Enterprises as a senior Accountant. (last 4 years to till date)
- Work with Sparex Associates as a senior Accountant. (29 month)
- 1.5 Year working With GK. International as a senior Accountant.
- 2 year working with Satyam Automotive as a senior Accountant.

## **STRENGTHS :-**

- Hard work , discipline , punctuality & Good communication skills
- I Have Aptitude to Learn New thing and as such will be an asset for your organization if given chance.

## **PERSONAL INFORMATION :-**

Father's name	:	Sh. Ravinder Kumar Yadav
Date of Birth	:	08 <sup>th</sup> August 1996
Languages Known	:	English & Hindi
Marital Status	:	Unmarried
Nationality	:	Indian
Gender	:	Male

## **DECLARTION :-**

- I hereby declare that the above mentioned details furnished by me are true & correct to the best of my knowledge and belief.

**Date**        .....

**Sign**

**Place**        .....

**(VARUN KUMAR YADAV)**