**CURRICULUM VIATE**

**SANJEEV MALHOTRA**

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Tehsil: - Kichha, U. S. Nagar

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**CAREER OBJECTIVES:**

A challenging position where I can enhance my skills in conjunction with the Company's goals and objectives and to do best and excel in the operations and strategies of an organization to produce excellence through my abilities and innovative ideas with continuous learning.

**WORK EXPERIENCE:**

* 2 Year Experience as a Accountant in Raj Travelinc World-Rudrapur bypass Road, kichha in India.
* 1 Year Experience at Gurukul international school.-Kichha as a Accountant in India.
* 1 Year Experience at Armaan Associates-Kichha As a Account Executive in India
* 7 Months Experience at Munich Shawarma As a cashier in Al hidd, Bahrain.
* Currently working from 1 year in Saudia Electrical Services as Accountant in Manama, Bahrain

**JOB RESPONSIBILITIES AT RAJ TRAVELINC WORLD.**

* DAILY PURCHASE MAINTAIN
* DAILY SALES MAINTAIN
* DAILY PAYMENT MAINTAIN
* DAILY ENTRY IN TALLY ERP9
* DAILY PARTY ACCOUNT MAINTAIN
* ALL EXCEL SHEET WORK
* DOING ALL OFFICE WORK
* DAILY CHECKING OF STAFF REGISTER
* MONTHLY SALARY SHEET MAINTAIN AND ALSO MAKING OF SALARY VOUCHERS

**ACADEMIC CREDENTIALS: (INDIA)**

* 10th from **CBSE. BOARD** with 6.4 GDP-2010
* 12th from **CBSE. BOARD** with IInd div-2012
* Graduation in **B.Com.** from KUMAUN UNIVERSITY NAINITAL with IInd div-2016
* One Year Diploma from International Institute of Business Management with Finance Management and Human resource Management 2016-2017

**COURSE DETAIL: (INDIA)**

* 3 Month Basic Computer Course-2011
* 3 Month Tally Course-2013
* 3 Month SAP Course-2016

**STRENGTH:**

* Good grasping power
* Ability to experiment
* Good communication skill
* Flexibility to work in any environment

**REGULAR ACTIVITIES:**

Surfing, Yoga, Listening music, Dancing, Painting, Playing Chess, Swimming, cooking, Playing badminton.

**PERSONAL PROFILE:**

Date of Birth : 03/03/1994

Father’s Name : Mr. Ajay Kumar Malhotra

Marital Status : Unmarried

Nationality : Indian

Religious : Hindu

Languages Known : Hindi, English & Punjab.

**DECLARATION**

I hereby declare that the following information provided above is true to the best of my knowledge and I confirm to provide any necessary document in support of the same if required.

**Dated:** **SANJEEV MALHOTRA**