***RESUME***

***Flat No.532 Sector A-6***

***Pocket -7 Narela, Delhi-110040***

***JAGDEEP KUMAR TEJPAL Mob: 9211225203***

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**Objective**

Seeking an opportunity to work in a challenging environment that helps me to contribute in an effective manner towards the success of the organization. I look forward to being given increasing amounts of responsibility to use my creativity and explore different vistas.

**Educational Qualifications**

* Pursuing B.A. III Year from Delhi University
* Passed 12th From C.B.S.E. Board
* Passed 10th From C.B.S.E. Board

**Work Experience**

* Currently Working with **M/s. Paras Offset Pvt. Ltd.** Kundli Industrial Area since April 2011.

**Nature of Job:** Account Assistant

**Job Profile:** Computerised generation of Invoices, Challans & Purchase Orders, and Maintaining Excise records, Party Wise Sales Register. Preparation of MIS and reporting to Accounts Manager & Finance Director. Making Job Card for Production deptt & preparation of daily production report and MIS.Maintaining Stock records for Raw Material (Paper, Plates & other Consumables). Taking care of ESI & PF Related work in the Company. Employee Payroll.

* Working with **M/s Delight Industries** as an **Account Assistant** since April 2010 to April 2011.

**Job Profile:** Preparation of sales bill in BUSY, Co-ordination with suppliers and dealers. Entered day to day expenses voucher in BUSY. Making Purchase order. Making purchase order against Performa invoice. Taking care of all ESI & PF Related work in the Company.

* Working with **M/s Quality Electrowire Industries Pvt. Ltd** as an **Account Assistant** since January 2009 to April 2010.

**Job Profile:** Preparation of Sales Invoice (Manual & Computerized), General Accounting, Cash Handling, Maintaining Party wise Sales Register. Taking care of all ESI & PF Related work in the Company

**Software Knowledge**

Office Automation : MS Office (2007 Version)–MS Excel, MS Word, Power Point

Accounting Software : Tally & Busy

Typing Speed : 30 w.p.m.

**Personal Details**

* Date of Birth : 1st Jan. 1987
* Father’s Name : Sh. Ram Rattan
* Marital Status : Married
* Languages Known : Hindi, English, Punjabi
* Hobbies : Listening to music ,
* Salary Drawn : P.M.
* Salary Expected : Negotiable

Place: Delhi

Date: (Jagdeep Kumar Tejpal)