

CURRICULUM VITAE

Hira Lal Jangid

Address : Alakhpura P.O. Alakhpura, Dist. Nagaur (Raj.)
Mob. No. : 7665073389, 8302702181
E-mail Id : **Hiralaljangid350@gmail.com**

Objective:

- Looking for an opportunity to utilize my strengths to build my career that would intrinsically help me in achieving greater practical excellence in technical domain, exceptional hardworking nature along with good communication skills to explore the requirements and come up with innovative solutions.

Educational Qualification:

Degree	Board/University	Percentage	Year of Passing
Graduation (B.Com)	MGSU University, Bikaner	52%	2019
12 th Class	Rajasthan Board	51%	2016
10 th Class	Rajasthan Board	52%	2014

Working Experience:

- Working as **Accountant at Satyam Ispat (North-East) Ltd.**, Banderdewa, Arunachal Pradesh from Aug.2019 to till now.
- Worked as Junior Accountant at MCDW, Jaipur from January 2019 to June 2019.

Job Description:

- Handling day to day Accounting Activities.
 - Handling GST & Income Tax from Computation of Taxes, Payment up to filling of Return.
 - Manage balance sheets and profit/loss statements.
 - Prepare and submit monthly/Yearly reports.
 - Posting and processing journal entries to ensure all business transactions are recorded.
 - Reconcile accounts payable and receivable.
 - Keeping Account Books and Systems up to date.
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Computer Skills:

- 3 Months Basic Computer Certificate Course.
- 3 Months Course of Computerized Accounting (Tally ERP.9, Tally Prime).
- Course of Skill Development by Govt. of India. (NDLM- National Digital Literacy Mission)
- Course of Computer Literacy and Internet for Communication and knowledge (C.L.I.C.K.) from Indiabulls Foundation.

Personal Details:

- Date of Birth : 05th July 1998
- Marital Status : Single
- Nationality : INDIAN
- Known Language : Hindi, English

Declaration:

I hereby declare that all the statements given above are correct and true on behalf of my knowledge. If a chance is given to me, I am sure that I will do my best towards my work and conduct.

Date:

Place:

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