

CURRICULUM VITAE

Arpit Gautam

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Objective

To be a part of a motivated team to do constructive work & thereby acquire latest knowledge through continuous efforts in order to contribute maximum efforts to serve the organization.

Work Experience:

- **Worked as Accounts Executive in TIVOLI RESORT & HOTEL,Rwari from oct, 2022 till date**
- **Working as Account Assistant in Rama Steel Corporation Faridabad since October , 2021.**
- **Worked as Accounts Executive in DLF Club, Gurgaon from Jan, 2020 to Oct, 2021.**
- **Worked as Accounts Assistant in Technofab Energy Ltd Accounts, Faridabad from Jan, 2019 to Jan, 2020.**

Professional Qualification

- **One year Diploma (DCA) in Computer Course in Software Application from A-Tech Computer Education, Haryana**

Covered: - MS – DOS, Windows – XP, MS - Office – 2000/ 2003/ 2007, Software and Hardware installation work, Internet Surfing, Outlook Express, etc. E-Filing of Income tax retrn, Service Tax Return, TDS Return, E-Filing ROC.

Educational Qualification

- **Pursuing B. Com from Ambedkar University**
- **12th passed from CBSE Board in 2016 Mathura**
- **10th passed from CBSE Board from Mathura.**

Strength:

- **Good Communication Skills**
- **Can work effectively in team as well as individually**
- **High level of willingness and dedication to work**

➤ Good typing speed 50 wpm

Personal Snippets

Declaration

I hereby declare that the above information given by me is completely true according to my best knowledge and belief.

Date:

(Arpit Gautam)

Place:

Signature of Candidate