

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

Father's Name : Mr. S K Gautam
Permanent Address : House No 331
Adarsh Nagar
Marital status : Un-Married
Date of Birth : 08/09/1999
Languages known : English and Hindi

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