**RESUME**

**Dear Sir,**

**MY DETAIL RESUME IS MENTIONED AS BELOW. IT WOULD BE MY PLEASURE TO SERVE YOUR ORGANIZATION IF CHANCE GIVEN. I ASSURE YOU GOOD WORK FROM MY SIDE.**

**NAME** **:** RAJENDRA

EMAIL [RAJENDRA.15282@2freemail.com](mailto:RAJENDRA.15282@2freemail.com)

**DATE OF BIRTH** **:** 17.09.1971

**MARITAL STATUS** **:** SINGLE

**RELIGION**  **:** HINDU

**LANGAUGES KNOWN :** HINDI, MARATHI ENGLISH

**HOBBIES** : CRICKET,SINGING.CARROM

**PLACE :** THANE (INDIA)

**EDUCATIONAL.**

**QUALIFICATION :**

|  |  |  |
| --- | --- | --- |
| **PARTICULAR** | **YEAR** | **PLACE** |
| SSC | 1988 | DIVSIONAL BOARD MUMBAI |
| HSC | 1990 | DIVSIONAL BOARD MUMBAI |
| B.COM | 2001 | MUMBAI UNIVERSITY |

**COMPUTER** : STUDED THE D.B.F.A. COURSE IN DATA PRO COMPUTER

INSTITUTE. IN D.B.F.A. I AM STUDING BASIC COMPUTER

FUNDAMENTALS,H.T.M.L.,.AN,EX.NEXT GENERATION & TALLY 5.4

ACCOUNTING PACKAGE), WINDOWS, MS OFFICE, SURFING INTERNET & E-MAIL.

**EXPERIENCE**  :

1) **M/S ADISSON JEWELLERY PVT.LTD, ANDHERI,MUMBAI (INDIA)**

AS A ACCOUNTANT FROM 25TH MAY' 94 TO 15TH SEPT'98

2) **BHARAT CONSTRUCTION,** KALYAN (INDIA)

AS A ACCOUNTANT FROM 1ST OCT'98 TO 26TH FEB'2000

3) **AMAR CONSTRUCTION, KALYAN (INDIA)**

AS A ACCOUNTANT FROM 1ST MAR'2000 TO 10TH NOV'2002

4) **SHREE NIRMITI HOLDING PVT.LTD, KALYAN (INDIA)**

AS A CLERK CUM DATA ENTRY OPERATOR FROM JAN 03 TO TH DEC’03

5) **ICICI BANK'S BACK OFFICE,POWAI , MUMBAI (INDIA)**

WORKED AS A EXECUTIVE IN ICICI BANK FROM FEB'04 TO NOV'08

**NATURE OF WORK :**

HANDLING CASH BOOH, BANK BOOK, PETTY CASH BOOK, PURCHASE BOOK,

SALES BOOK,PACKING CREDIT LOAN ACCOUNTS, VOUCHERS, COMPUTERISED

BALANCE SHEET AND PROFIT LOSS A/C, LEDGERS, BANK RECONCILIATION,RECEIPT VOUCHER,PAYMENT VOUCHER.

**TOTAL EXPERIENCE** : 14 YRS

**NOTE**:

**FROM 16-12-08 I AM WORKING AS ACCOUNTANT IN DAR AL FONOON, DUBAI**

Your’s truly,