Gaurav

[Gaurav.313076@2freemail.com](mailto:Gaurav.313076@2freemail.com)

**OBJECTIVE**



**PROFESSIONAL**

**QUALIFICATION**



**ACADEMIC**

**QUALIFICATION**



**OPERATING**



**SYSTEMS**



To obtain challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and knowledge. "There is always a better way of doing things" is the common belief.

**2 Years Computer Course**

**+2 From PSEB**

**Window , MS Office, Shkun,Star,Nevia (Accounts Package)**

**LANGUAGES**

Company Name:

Formal Title:

Start Date:

End Date:

Comments:

Company Name:

Formal Title:

Start Date:

End Date:

Company Name:

Formal Title:

Start Date:

End Date:

Company Name:

Hindi , Punjabi , English

**Professional Experience**

Goyal Dewan & Associates, Chartered Accountant Firm, Mandi Gobindgarh Senior Audit Assistant

2002-03 September, 2006

Statutory Audit, Internal Audit, Finalization of Accounts & Assisting management in proper maintenance of accounts in computerized environment & Compliance with Statutory rules

M/s Uniperal Alloys, Vill .Tooran, Mandi Gonindgarh, Punjab 7 M.T. Induction Furnace ( Manufacture Steel Ingots)

Senior Accountant October, 2006

June , 2007

M/s Natural Castings, Ambey Majra Road , Mandi Gobindgarh, Punjab 7 M.T. Induction Furnace ( Manufacture Steel Ingots)

Senior Accountant

September, 2009 August.2011

M/s Jatin Ispat Pvt.Ltd, Ambey Majra Road, Mandi Gobindgarh,Punjab 7 M.T. Induction Furnace ( Manufacture Steel Ingots)

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| --- | --- | --- |
| Formal Title: | Senior Accountant |  |
| Start Date: | June, 2007 |  |
| End Date: | August, 2009 |  |
| Rejoining 01 Sept.11 to March.13 |  |
|  |  |
| Company Name: | M/s Mahavir Alloys, Sirhind Patiala Road, Sirhind,Punjab |  |
|  | 1 M.T. Induction Furnace ( Manufacture Steel Ingots,Steel Casting,Alloys goods Etc) |  |
| Formal Title: | Senior Accountant |  |
|  | Gyan Jyoti Educational & Social Welfare Society(Regd\_ |  |
|  | Running Colleges |  |
| Company Name: | 1. Punjab College of Education, |  |
|  | 2. Punjab Business School, |  |
|  | 3. Punjab Institute of Technical Education |  |
|  | At Vill.Sarkapda,P.O.Chunni,Distt.Fatehgarh Sahib,Punjab |  |
| Formal Title: | Senior Accountant |  |
| Start Date: | April, 2013 |  |
| End Date: | Till to date |  |
|  | Overall Independent Management of accounts in the above said firms, generation of |  |
| Comments: | Income Tax Return, Balance Sheet Lassoing with Banks & Statutory Authorities and |  |
|  | Creditors of the said Firms |  |

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| **DATE OF BIRTH** | 08-12-1984 |
|  |  |
| **SEX** | Male |
|  |  |
| **NATIONALITY** | Indian |
|  |  |
| **MARITAL** | Married |
| **STATUS** |  |
|  |  |
| **LANGUAGES** | Hindi , Punjabi , English |
| **SPOKEN** |  |
|  |  |



**I hereby declare that all the particulars given above are true to the best of my Knowledge**