Curriculum vitae

**Ashish**

[**Ashish.368766@2freemail.com**](mailto:Ashish.368766@2freemail.com)

**Objective**

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| To develop the career in Office Administration , Accounts and Sales to enrich the academic qualifications and IT skills. |

**Skills and Aptitudes**

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| * Office Administration, filling the documents, and maintaining the records. * IT Technician, Networking, Trouble Shooting, Configuration. * Handling the Petty Cash, visiting Banks and Outdoor. * Preparing sales Invoices, checking Bills and Vouchers. * Entering Accounting Entries in Tally ERP. * Serving the Counter Sales and greeting the Guests. * Coordinating for Logistics and Stock handling. * Cooperative & hard worker. * Enthusiastic & willing to learn. |

**Working Experience**

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| * Worked as cashier and Counter Sales for a period of four years since April 2010 to August 2014 with Global Institute of Business Studies in Mathura UP India. * Hardware/Networking Trainee and assisting the MIS (Accounts) team with NIIT Mathura since September 2015 to March 2016. * Teacher – Tally ERP 9 since May 2016 with Wakeup Foundation, Mathura. |

**Academic Qualification**

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| * Accounting with Tally ERP 9 – from NIIT in August 2015 * Certifications in Hardware & Networking with CCNA NIIT in 2014 * Graduation (B.A.) From Dr BRAU University Agra in 2013 |

Personal Data:

**Date of Birth : 31 Aug 1990**

**Gender : Male**

**Nationality : Indian**

**Language** – Hindi, English

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| **Driving** - Licenced (India) yet willing to learn for UAE; the Motor Bikes and Light vehicles. |

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| Visa - Available on Visit Visa until 24th July 2017 in UAE. |

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