Curriculum vitae

**Ashish**

**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.
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**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.
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**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
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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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