

CURRICULUM VITAE

Mr. Utkarsh Chaturvedi
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Career Objective

To work for an organization that would permit me to attain goals and objectives set for it and through them my own, by giving me the opportunity to learn and grow simultaneously.

Work Experience

1)

- **Organization** : MASTER INDIA BREWING COMPANY, GUWAHATI.
- **Duration** : December 5, 2016 – Currently working.
- **Designation** : Junior Accountant.
- **Particulars of work done** :
 1. Maintain **Purchase Accounts**, (Purchase Entries and Journal Entries)
 2. Prepare all dispatch related documents such as Transport permit, Delivery Challan and Invoices.
 3. Maintain data and its entries.
 4. Keep a constant check on stock level.

Academic Profile

Degree	Institute	Board/University	Year	Percentage
B.Com	Kela Devi Institute	Agra University	2014-2017	57%
12 th	NIOS	Governmental Board of School Education.	2013-2014	55%
10 th	Christ The King High School	ICSE Board	2011-2012	52%

Personal Information

Date of Birth : 15th December, 1996
Gender : Male
Marital Status : Single
Language : English and Hindi.
Skill & Ability : Basic Computer knowledge, Ms Office, Tally 7.2, Tally 9 and Tally ERP 9.0
Hobbies : Listening Music, Surfing The Internet.

I hereby declare that the above information is correct and complete from the best of my knowledge and belief.

Place : Guwahati
Date : 18 April,2018

(Utkarsh Chaturvedi)