

Rajnish kumar tiwari

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To achieve a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of accounts with the use of my communication skills,which will expand the personal and organization horizon.

EXPERIENCE

MAR2020-APRIL2021

COMPUTER OPERATOR, LOVELY VIEW HOSTEL
DATA ENTRY AND COMPUTER WORK

AUG2017 – MAR2020

COMPUTER OPERATER , GANPATI HI TECH INDUSTRY (PHAGWARA)
Billing and account operating

JUNE2014 – AUG2016

COMPUTER OPERATER , LOVELY VIEW HOSTEL (PHAGWARA)
Data enrty and account (Part time)

EDUCATION

AUG2013 –MAY2016

B.COM(PROF.), LOVELY PROFFISSIONAL UNIVERSITY (PHAGWARA)
Sapcialization in account with english mediam with CGPA 5.30 (50%)MARKS

APRIL 2012- MAR2013

12TH , S.D.P.SER. SEC.SCHOOL (LUDHIANA)
Commerce background with (67%) MARKS

APRIL2010-MAR2011

10TH , S.D.P.SER. SEC.SCHOOL (LUDHIANA)
WITH (60%) MARKS

KYE SKILLS AND TEHNICAL SKILLS

- *Good Communication.*
- *Keep observer.*
- *Passionate.*
- *Optimistic.*
- *Advance Diploma in computer application.*
- *Microsoft Office.*
- *Tally ERP9 With GST*
- *HTML and designing*
- *Advanced Excel*

ACTIVITIES

- *Attended International Conference on Strategies for Global Competitiveness and Economic Growth in Lovely Professional University, Jalandhar, Punjab, 2015.*
- *Attended seminar on Career Growth and Opportunity in Future in Lovely Professional University, Phagwara, Punjab, 2014.*
- *Participated in writing competition, SDP, Ludhiana, Punjab, 2012*
- *Won Attendance award in United Jagat Public School, Ludhiana, Punjab, 2009*

AREAS OF EXPERTISE:

- *Well organized.*
- *Analyzing financial statement.*
- *Hardware, Software and networking.*
- *Resolve problems with politeness.*

HOBBIES AND INTERESTS:

- *Reading magazine*
- *Achieve best at my end*

LANGUAGES KNOWN:

English, Hindi and Punjabi

PERSONAL DETAILS:

Father's Name: Mr. Jai Prakash Tiwari.

Mother's Name: Mrs. Sushila Devi.

Date of Birth: 15/08/1995.

Gender: Male

Mobile/WhatsApp : 7814344190

Rajnish Kumar Tiwari

