

CURRICULUM-VITAE

ROHIT



CURRENT ADDRESS

Plot no. 281 Downtown Residence
Surya Vihar Sector 21
Gurugram Haryana (122016)

PERMANENT ADDRESS

Village - VPO Buwana
Post Office - Buwana
Dist. - Jind
Tehsil - Julana Haryana (126114)
Mobile No. - 9992818358
Other No. - 8571913200
Email - Rohitduhan501@gmail.com

EDUCATIONAL QUALIFICATION

- 10th passed from Board of School Education Haryana
- Diploma in Finance Account & Auditing from Govt. Polytechnic Hisar

EXPERIENCE

1. ACCOUNTANT | Private School

New Delhi | Apr-2023 - Current

- Prepared monthly closing entries for multiple companies' books of records
- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports
- Communicated regularly with vendors regarding invoice processing status updates
- Maintained cleanliness of checkout area including countertops, registers, windowsills and floors
- Followed company security procedures for handling large sums of money Balanced daily transactions on a computerized point-of-sale system

2. Billing Executive | Blinkit Commerce Private Limited Gurugram

- Handle to Billing & Cash Management
- Handle to Team lead
- Handle to Customer Relationship Management.

Skills

- Basic Windows
- Basic Excel
- Internet
- V. Look-up
- Bookkeeping
- Financial Reporting
- Cash Flow analysis
- Auditing
- Accounting and bookkeeping

PERSONAL DETAILS

Father's Name : Sh. Dilbag Singh
Date of Birth : 22 / May / 1999
Language Known : Hindi / English
Marital Status : Unmarried
Religion : Hindu
Nationality : Indian

DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge & belief.

Date.....

Place.....

(ROHIT)