

RUPENDRA KUMAR VERMA

Mob - +91 896 396 6849/8821920940

Email : 17rupendra2001@gmail.com

Address – Qrt. No. - 42, Fes 2, Vidyanagar, Amlidih, Raipur

1 YEAR EXPERIENCED IN ACCOUNTING

G. K. Honda Pvt. Ltd. (2021-2022)

Designation – Billing, Insurance & HR Department

Working Responsibilities – Day to Day Billing, Insurance, Data Entry & Reporting.

TECHNICAL SKILLS -

- All Voucher's Entry in Tally Prime
- MS Office, Excel, PPT, & MS Word
- Internet Browsing, Google form, Google map, Emailing etc.

EDUCATION QUALIFICATION -

- Pursuing Graduation (Bsc.) from PRSU University
- Passed Out 12th Board from CGBSE in 2020
Marks 73%
- Passed Out 10th Board from CGBSE in 2018
Marks 85%

Who am I -

Name : Rupendra kumar verma
Date of Birth : Jan 17, 2001
Father's Name : Mr. Shatruhan Verma
Mother's Name : Mrs. Gayatri Verma
Permanent Address : H.No. 36A, Bus stand Ranisagar, Arang, Raipur
Language known : Hindi, English, Chhattisgarhi
Preferred location to work : No Bar

Declaration -

I hereby declare that I have mentioned all the details on my best. May be I have missed something, but the details mentioned are not fake and over rated. If found so, I will sole responsible for my termination or other charges.

Thanks & Regards

Date.....

Rupendra Verma