

MONJEET SINGH KOIRI

JUNIOR ASSISTANT ACCOUNTANT

Date of Birth – 02nd May, 2002 (Male)

9864743969

mskoiri02@gmail.com

Air force road, Goroimari,
Tezpur, Assam (784104)

Introduction

I am a junior account executive with 1 year of experience in managing the firm sales, bank and cash accounts, as an ambitious professional. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

Experience

MARUTI ASSOCIATES (PROPRIETORSHIP FIRM)

Junior Assistant Accountant
From – March 2023, till now

MARUTI ASSOCIATES is a proprietorship firm dealing in all hardware products like cements, TMT bars, paints, sanitary items, etc.

Key Responsibility :

- Generating sales details.
- Voucher entry.
- Finalizing ledgers.
- Tallying bank statements.
- Reconciled expenses and financial records.

Education

- **2022 – Bachelor Of Arts (History Honours)**
Darrang College, Tezpur (66 %)
- **2019 – Higher Secondary**
Kendriya Vidyalaya No 2, AFS Tezpur (74 %)

Knowledge

- 6 month Diploma in Computer Application from MICE.
- Proficient to operate the system of MS Windows.
- Proficient in application Tally ERP 9.

Skills

- Sales commission knowledge.
- Team collaboration.
- Leadership quality.
- Crises communication.
- Active listening.
- Problem solving.
- Self discipline.
- Negotiation skill.

Certificates

- NCC “C” certificate holder (2023)
- Boxing certificate (KVS National 2018)

Languages

- English
- Hindi
- Assamese

Interest

- Problem solving
- Learning people
- People communication

Hobbies

- Travelling
- Reading
- Writing

Declaration

I hereby declare that the above statement are true to the best of my knowledge and belief.