

# **RESUME**

## **Satyendra Kumar Saini**

**Add: House No. 62,  
Major Kaval Singh Nagar,  
Phase II Jaipur Road Alwar  
(Rajasthan) Pin Code 301001  
Mob.No:7891984177  
E-Mail:- satyendersaini5126@gmail.com**

### **Objective**

- I wish to contribute to the success and growth of the organization by undertaking challenging assignments and timely results to applying my knowledge and skills to obtain a dynamic and challenging career in an enterprise environment, offering, where i can utilize my skill for the betterment of the organization.

### **Educational Qualification**

#### **Academic Qualification:**

- Completed 10<sup>th</sup> class from Board of Ajmer, Rajasthan in 2009.
- Completed 12<sup>th</sup> class from Board of Ajmer, Rajasthan in 2012.
- Completed B.A. From RRBMU, RAJASTHAN..

#### **Professional Qualification:**

- Tally (ERP9).
- Accounting Diploma In Master In Profession Account.
- Excel

## Experience

- Working Since 6 Years on The Post Of Account Assistant In Harbhajan Singh Tax Advocate.
- One year working experience with SM co-operation in the position of Accountant , Alwar.
- One year working experience with Delhivery Private Limited in the position of Senior Executive - DPC Management kota.

## Strengths

- Result Oriented and Smart Working with High Degree of Conceptual and Analytical Skills.
- Open To New Ideas And Up Gradation.
- Honest, Good Communication Skills, Quick Learner, Believe In Team Work.
- Able to Tackle Multiple Tasks And Challenges With Desired Results.
- Ready to Work In Tough Work Environment.

## Personal Profile

**Father's Name** : Shri Shyoram Saini

**Gender** : Male

**Marital status** : Unmarried

**Nationality** : Indian

**Date of Birth** : 16May, 1993

**Language** : English, Hindi

**Hobbies** : Listening Music, Playing Cricket and working.

### **Declaration**

I Hereby Declare That The Above Written Particulars Are True To The Best Of My Knowledge And Belief. I Assure To Work Sincerely And Prepared To Do Hard Work Duly Abiding To Organization.

**Place:**

**Date:**

**(Satyendra Kumar Saini)**