

Curriculum Vitae

AMIT DAHIYA

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Objective:

To obtain a challenging position, contributing to the success of the organization.

Currently working:

Company :Adarsh Credit Co-operative Society Ltd. (Multistate)

Designation : As a Officer at Sonipat (Haryana) from 23th July,2012 to till date.

Current Job Profile:

- Detailing the customer about available schemes.
- Documentation, posting and updating the system.
- Preparation of daily statement, printout, setting of vouchers.
- Filling of vouchers, cash book, statement, advice and other accounting works.
- Taking care of movement of Cheques / cash handling.
- Responsible for leave and attendance administration of all the staff of the branch.
- Responsible for the adoption of all the safety measures at the Branch as prescribed by the organization.
- Responsible for maintaining all the registers and book of accounts of the branch.
- Responsible to escalate branch performance to the superior
- Take care of company assets, stock of goods and money
- Maintain healthy employee relations and high team spirit in the branch.

Personal Attributes:

- Strong relationship development and communication skills.
- Effective negotiation skills & good convincing power.
- Works well independently & as a part of a team.
- Plans and organizes time and priorities to achieve business results.

Technical Qualification:

- (Fundamental, Windows, MS-Word, and Excel), Tally
- One year Computer Diploma.
- Knowledge of Internet & all type of business mails.
- knowledge of SAP Software

Academic Qualifications:

- High School HBSE 2005-06 (69.33%)
- Higher Secondary HBSE 2007-08, (68.60%)
- B.B.A from MAHARASHI DAYANAND University(Rohtak) 2009-2012 (62%)

Personal Details:

Father's name: Sh. Rajender Singh
Date of Birth: 16th July , 1990
Permanent Address: VPO. Rohna Teh. Kharkhoda
District: Sonipat (HARYANA) 131402
Nationality: Indian
Marital: Married
Hobbies: Playing Chess, Listing Music.

Reference:

Personal reference will be allowed on request.

Declaration: I hereby declare that the information given above is true to the best of my knowledge and belief.

Place:

Date:

AMIT DAHIYA