

## GURCHARN SINGH

Father's Name : Sh. Balwinder Singh  
Mother's Name : Smt. Balvir Kaur  
Nationality : Indian  
Date of birth : 11-08-1997  
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Address : Village: Alampur, PO:Lodhi Majra, Dist. Ropar



### Career Objective

My short term goal is to get a job in reputed company and my long-term goal is to achieve a good position where I can build my career and help the organization too.

### Academic Qualifications

CLASS	INSTITUTION	BOARD/UNIVERSITY	SPECIALISATION	YEAR	PERCENTAGE
M.B.A	K.C. Group of Engineering and I.T	Punjab Technical University	Finance/Marketing	2020	7.5 CGPA
B.COM	Government College Ropar	Punjabi University	Commerce	2018	60.74%
10+2	DAV Public Senior Secondary School Ropar	Punjab School Education Board	Commerce	2015	78.44%
10 <sup>th</sup>	Government Senior Secondary School Lodi Majra	Punjab School Education Board	None	2013	63.53%

### Computer Skills

Course	Year	Grade / (%)
Computer basic and Tally with GST	2018	"A"

### Industrial Experiences

- Currently Working as Assistant Officer in Accounts at **Archian foods Pvt ltd Fategarh Chatauli (Roopnagar)**
- The six weeks Training in the Shreyans Industries Limited
- (Unit: Shree Rishabh Papers)Works: Banah. Distt.Shaheed Bhagat Singh Nagar (Pb)

## **Job Responsibilities:**

- Following Invoices and Payments.
- Maintain All Records Like Vouchers, Receipts, Bills & Payments.
- Maintain Sale, Purchase Register & keep in Software Properly.
- Send Quotation and Purchase Order as per Order.
- Verify reports after the completion of the work with all necessary documents
- Tally Prime, Excel etc.

## **Languages Known-**

English, Hindi, Punjabi

## **Hobbies/Personal Attributes**

- Travelling, Trekking, playing games – Cricket, Football
- Leadership, Enthusiasm, Creativity, Presentation skills, Team-work approach

## **Achievements**

- Participate in police Youth & Veteran Welfare Club.
- Take Part In NSS Camp & Active Citizen Development Workshop.
- Appeared in the “Workshop on Youth Participation and Sustainable Development Goals” in the Rajiv Gandhi National Institute of Youth Development.
- Participated in Youth Leadership Training Camp for Ten days held in Nagar Manali.

## **Strengths**

- Confident
- Believe in teamwork
- Hard-worker
- Capability to quickly learn

**SIGNATURE  
(GURCHARN SINGH)**