

CURRICULUM- VITAE

MCF6052, 40ft Road
Sanjay Colony, Sec-23
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VEERU DIWAN

CAREER OBJECTIVE

To work in learning and challenging environment, utilizing my skill and knowledge to the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

EDUCATIONAL QUALIFICATION

- Passed 10th from Board of School Education Haryana.
- Passed 12th from Board of School Education Haryana.
- Passed B. Com from SAM HIGGINBOTTOM INSTITUTE OF AGRICULTURE TECHNOLOGY AND SCIENCES

COMPUTER PROFICIENCY

- **MS OFFICE.**
- **Tally ERP9.**
- Internet surfing.

WORKING EXPERIENCE

JUNE 2019 TO MARCH 2020
Accounts Assistant

S S Associates and consultancy

General Accounting

Scrutinizing of accounts, passing of adjustment entries

July 2020 to 2022 working
Accounts Assistant

S.V. International Pvt Ltd.

Accounts Payables.

Passing and Posting Bills/Invoice and Preparing Payment
Month End Activity

Providing Month End Provision of Expense, Passing of Adjustment Entries.

May 2024 to Sep2024

One97 Pvt. Ltd.

Field Sales Executive

Cold calling, Lead generation, QR Sound box & EDC Sales.

Sep 2024 to still working

Hinduja Global Solution

Field Sales-Officer

Cold calling, Lead generation, Value added services/software and EDC Sales.

STRENGTH

- Hard working, Positive attitude, Sharp mind, Making new friends.
- Self-confident, sincere towards work, having ability to adjust myself with the environment.

PERSONAL PROFILE

- Father's Name : Lt. Sh. KAMAL DIWAN
- Date of Birth : 04-04-1995
- Sex : Male
- Marital Status : Unmarried
- Language Known : English, Hindi
- Nationality : Indian

DECLARATION

I hereby declare that the information given by me is correct and nothing has been hidden in it.
The information is true and correct to the best of my knowledge.

Date.....

Place.....

(VEERU DIWAN)

