

Rupanjay Rupesh**Correspondence Address –G-**

3,Kautilya Appartment, Palam Vihar

Extension Gurgaon

Tel: +918368720289**Email:rupanjayr.123@gmail.com**

Looking for entry into a world class highly professional organization with challenging environment where I can use any knowledge base as well as personal attributes to achieve the organizational goals.

Year(s)	Qualification - Degree/Diploma/Certificate	Board/ University	College/Institute	Percentage/CGPA
2013-2016	B.com	MKU	Bhasin Collage Gurgaon	65%
2013	diploma	F-Tec	F-Tec Gurgaon	88.5%
2012	SSC	NIOS	Bhasin Collage Gurgaon	64%
2009	HSC	CBSE	C.C.A school Gurgaon	64%

- 4 Months in Startek in (Maruti Process) as an CUSTOMER CARE EXECUTIVE.
- “GST PRATITIONER”, trained by “Henry Harvin Education” (Henry Harvin Finance Academy).

SOFTWARESKILLS

1. Accounts
 2. Management
 3. administration
- ✓ TallyERP-9,
 - ✓ Busywin
 - ✓ OperatingSystem-Windows98/XP/VISTA/2007
 - ✓ Package-Msoffice2007

ACADEMIC/EXTRA-CURRICULARACHIEVEMENTS

- ✓ Won 1st position in talkatora stadium for group play

PERSONAL DETAILS

Father's Name : Mr. P .K Sinha
Date of Birth : March15,1993
Gender : Male
Marital Status : Unmarried
Language Proficiency : English & Hindi
Permanent Address : S/O Mr. P. K Sinha
G-3,Kautilya Appartment
, Palam
Vihar
Gurgaon
Ph.No. : 8368720289
Mobility : Willing to relocate any where in India and overseas.
Declaration : I here by declare that the above Information is correct to the best of my
knowledge.

Rupanjay Rupesh

