

CURRICULUM-VITAE

ARUN SAXENA

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Rhota Road,
Meerut, (U.P.)-250001

OBJECTIVE

- I want to work for an organization where in I can get ample opportunities to enhance my knowledge and skills.

PROFESSIONAL QUALIFICATIONS

- **LLB** from Meerut College, Meerut affiliated **C.C.S. University Meerut (U.P.)**

ACADAMIC QUALIFICATION

- **Graduation (B.com)** from Meerut College, Meerut affiliated **C.C.S. University Meerut (U.P.)**
- **Intermediate** Passed, obtained 59% from U.P. **Board** in 2006
- **High School** Passed, obtained 57% from U.P. **Board** in 2004

WORKING EXPERIENCES

- I am working with Pyare Lal Group of Industries, H.O. 258, Garden House, Mawana Chowk, Meerut an Accountant Cum Legal Assistant from Mar-2014 to present.
- I have worked with M/s Jindal Trading Co. Delhi Road, Meerut an Accounts & Sale Manager from May-2012 to Feb-2014.
- I have worked with M/s Adarsh Marbles, Hanuman Chowk, Meerut as Marketing Executive from Dec-2009 to Apr-2012.

WORK PROFILE UNDER THE CONCERS

- Knowledge about Marketing Management with actual dealing which is required in the Business.
- Knowledge about **GST** with actual dealing which is required in the Business.
- Knowledge about **Tax Deduction at Source** and **Tax Collection at Source**.
- Knowledge about **Legal Work**.
- Knowledge about **Income Tax** also.

STRENGTH

- Hard working
- Positive Thinking
- Punctual & disciplined

COMPUTER SKILL

- Six Month **Computer Financial Accounting Diploma** from Excellent Computer Institute, Near Hari Mandap, Baghpat Road, Meerut.
- One Year **Computer Applications** Diploma from Advance Technology Education of Computer, Rohta Road, Meerut.
- Microsoft Office.
- Tally all Versions.
- Software of Marg.
- Corel Draw, Photo Shop.
- Internet.
- Hindi & English Typing With Good Speed.

PERSONAL PROFILE

Fathers Name : Shri Vijay Saxena
Date of Birth : 26th Nov. 1988
Marital status : Married
Language Known : Hindi, English

DECLARATION:

I hereby declare that all the information, given above is fair, true and the best under my consideration.

Date:

Place:

(ARUN SAXENA)