

# CURRICULUM VITAE



## **VIJAY KUMAR SONI**

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Current Location : UAE (DUBAI)

### **Since MAY 2014 :—**

#### **Present Job**

Presently, I am working in **VAJANI FMCG WORLD JLT**, DUBAI U.A.E., as an Assistant Accountant.

- Handling All accounts & Inventory of Company.
- Prepares asset, liability, and capital account entries by compiling and analyzing accounts of Company.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- All Reporting to handover Company, Every end of Month.

### **Since Oct-2011 to April-2014 :—**

I had worked as a Cashier and Accountant in **T. Choithram & Sons**, Dubai (U.A.E.)

### **Since 2003 to 2011 :—**

#### **Professional Experience**

##### **Accountant**

I had worked in **Deshbandhu Transport Company**, Jodhpur as an Accountant.

Key Responsibilities

- Handling All accounts of DTC
- Reporting to Head Office in the end of Month.

### **Since 2003 :—**

#### **Computer Operator**

I had worked as a Accounting in Mac Shot Blasting Pvt. Company, Jodhpur, [Rajasthan]. My primary duty was to provide the best service to the entire Company.

### **Since 2002-2003 :—**

I have good Typing speed in English and Hindi. As a Part time – typist & Published Finishing Law Books and Handling some companies Accounts handle at Home.

### **Since 2002 :—**

#### **Data Entry Operator**

I had worked as a Data Entry Operator in Fertilizer Pvt. Company, Jodhpur, [Rajasthan]

### **Educational Qualification**

Graduated as *Bachelor of Commerce (BCOM)* from *Jai Narayan Vyas (J.N.V.) University*, Jodhpur (Rajasthan). in year 2002-2003 passed with Second Division with 49.22%

Senior Secondary Examination passed from Rajasthan Board of Secondary Education, Jodhpur Rajasthan in year 1999-2000 passed with First Division with 68.15%

Secondary Examination passed from Rajasthan Board of Secondary Education, Jodhpur Rajasthan in year 1997-1998 passed with Second Division with 58.91%

### **Computer proficiency**

Computer Basic, Ms. Office (Ms. Excel, Ms. Word), Computer Accounting (Tally 7.2), Software Installation, Internet and em@ils.

### **Personal Information**

Father's Name	:	Late Mr. Narayan Das Soni
Mother's Name	:	Late Mrs. Chandra Soni
Date of Birth	:	14th August, 1982.
Gender	:	Male
Nationality	:	Indian
State - District	:	Rajasthan (Bhilwara).
Religion	:	Hindu
Languages Known	:	English, Hindi, and Sindhi
Marital Status	:	Married
Passport No.	:	V7743628

**Strength** : Confidence, Hard-work, Team spirit.

**Reference** : Available upon request

**Signature**

Vijay Kumar Soni

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