

# ANUP KUMAR THAKUR



## CONTACT INFORMATION

MALE

06-08-2000

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Chowk Bazar , JORHAT ,  
ASSAAM (785001)

## OBJECTIVE

To secure a responsible career opportunity to fully utilize my learnings, knowledge and skills, while making a significant contribution to the success of the company.

## STRENGTH & INTERESTS

- Hard and Smart Working
- I am a fast learner
- Honest and Punctual
- Good Communication Skills
- Like to play cricket and dance

## SKILLS

### Language:

English: (written and spoken),

## PERSONAL DETAILS

**Father's name: Jitendra Thakur**

**Mother's name: Ranju Devi**

**Sex: Male**

**Religion: Hindu**

**Marital status: Unmarried**

**Nationality: Indian**

## EDUCATION

Year 2018 - Year 2020

**JAGANNATH BAROOAH COLLEGE**, Higher secondary

Year 2020 - now

**C K B COMMERCE COLLEGE**, B.com

## WORK EXPERIENCE

2020 - NOW

**AD Distributors**, Tally Accounts Operator

- Handled bank reconciliation statement, and preparation of debtors, creditors statements
- Prepared financial reports including profit, and loss statements, balance sheets, VAT forms, trial balance, cash-flow report etc.

## REFERENCES

### Dev Prakash Gupta

Company manager

AD Distributors, Jorhat

**Relation:** He is my company manager and I learned this work under him

## CUSTOM SECTION

### Declaration:

I hereby declared that the above mentioned information are true and correct to the best of my knowledge.

Hindi: (written and spoken),

Assamese: (spoken)

**Computer:**

Word, Excel, Powerpoint

**Key skills:**

Domestic Data Operator

Sale executive

Tally Operators

Basic Computer Knowledge