



Manjeet Sabharwal

Freelancer & Tax Consultant

Hi, I am Manjeet Sabharwal, an adaptable and responsible graduate seeking a good position in IT companies which will utilise the organisational, communication and IT skills developed through my involvement.

During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in IT and PR.

Address – 4/184, Chandan Bhawan, Vill – Jamgoria, Chas, Bokaro Steel City, Jharkhand – 827013

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maneet.sabrwal@gmail.com



EXPERIENCE

WEB DEVELOPER, NINEGET WEB DEVELOPERS

RANCHI, (JHARKHAND- 834001) – 2014-2015

Worked as Web Developer, Graphics Designer and Content Writer for Nineget web Developers.

Types of work handled:

- Web Development / SEO / Content Writing / Web Designing
- Graphic Designing / Vector Designing / Logo Designing

DIGITAL MARKETING HEAD, TECHTUBA SERVICES

RANCHI, (JHARKHAND-834001) – 2013-2014

Worked as Digital marketing head and Customer Support Head

Types of work handled:

- Digital Marketing / SEO / Web Marketing
- Customer Support / Team Leader / BPO

ARTICLED ASSISTANT, CA AVNINDRA JHA

RANCHI, (JHARKHAND-834001) – 2012-2013

Worked as Articled Assistant Under CA Avnindra Jha, while pursuing Chartered Accountancy.

Types of work handled:

- Company Formation / Alteration in MOA & AOA / Company Audit
- Income Tax Assessment for Individual / HUF / Partnership Firm



EDUCATION

GRADUATION

St. Xavier's College, Ranchi — Bachelor of Commerce (2009-2012)

Graduated from St. Xavier's College - Ranchi (Ranchi University).
Bachlor of Commerce (Accounts Hons.)

SCHOOLING

Guru Gobind Singh Public School — Inter in Commerce (2007-2009)

Inter (12th) from G.G.P.S Bokaro (CBSE) – (COMMERCE)

Guru Gobind Singh Public School — Matriculation (2006-2007)

Matriculated (10th) from G.G.P.S Chas (CBSE)



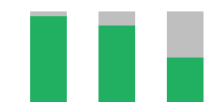
SKILLS

EXCELENT WRITING
ACCOUNTING
INCOME TAX
WEB DEVELOPMENT
GRAPHIC DESIGNING

Professional

MS WORD
MS EXCEL
TALLY
QUICKBOOKS
PHOTOSHOP

Software



Hindi English Punjabi

Languages

MANJEET SABHARWAL

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Mobile: 7903272679

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Career Objective

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work

Professional Qualification

1. Articled Accountant
2. Web Developer and Web Designer
3. Graphic Designer

Education Qualification

1. Bachelor of Commerce from St. Xavier's College (Ranchi University) Ranchi in Year 2012
2. 12th std. from Guru Gobind Singh Public School (BOKARO) C.B.S.E passed in Year 2009
3. 10th std. from Guru Gobind Singh Public School (CHAS) C.B.S.E passed in Year 2007

Organizational Experience

1. ARTICLE ASSISTANT UNDER CA AVNINDRA JHA (Ranchi, Jharkhand)

Working Experience of 18 Months as Article Assistant and have worked in various areas as :

- Assistant in Statutory Audit of various Proprietorship Businesses.
- Accounting of One Construction Project in Ranchi, Jharkhand.
- Assistant in Tax Audit of Various Proprietorship Businesses.
- Filing Statutory Documents with ROC.
- Working in Service Tax as applying for Registration and Filing Tax returns for Various Clients.
- Accounting for Various Proprietorship Businesses.
- Team Member in Internal Audit of various companies.
- Filed Service Tax Returns of various Clients
- Finalizing Balance Sheet of various Proprietorship Clients
- Filing Income Tax return of Various Individuals and Proprietorship Businesses.
- Filing Statutory Documents with MCA.

2. TECHTUBA SERVICES (Ranchi, Jharkhand)

Working Experience of 11 Months as Digital Marketing Head & have worked in various areas as:

- Digital Marketing of the Company.
- Web score optimization of the company's website.
- Web Marking of the company including web advertisement etc.
- Team Leader and trainer of the Customer Support executives - BPO.

3. NINEGET WEB DEVELOPERS (Ranchi, Jharkhand)

Working Experience of 14 -15 Months as Web Developer & Graphic Designer and have worked in various areas as:

- Web Site development of different Companies on different platforms.
- Web designing for the clients according to their needs and requirements.
- Web site optimization works handled for better rankings.
- Worked as the content writer for the websites/ Blogs etc.
- Worked as Graphic Designer and designed vectors, images etc for the clients.
- Worked as logo designer for the clients.

Computer Skills

1. Advanced computer Skills.
2. Working Knowledge of MS-Office.
3. Working Knowledge of Photoshop.
4. Working Knowledge of Wordpress.
5. Working Knowledge of Internet.
6. Working Knowledge of HTML/ CSS.
7. Basic and workable Knowledge of C/ C++/VB etc.
8. Financial accounting on Various Software (Tally, ERP, QuickBooks etc.)
9. 100 hours ITT Certificate from ICAI
10. Experience of working in various software like Tally 9 ERP, FA etc.

Personality Traits

Hobbies Listening music, Travelling, Net surfing, Playing (cricket, Chess)

Qualities Honest & Smart working.

Strengths

- Analytical mind to identify problems and implement effective solution.
- Flexible by nature.
- Positive Attitude.
- Hard working & Self Confident.
- Capable to work in Team.

Personal Profile

Name	:	Manjeet Sabharwal
Date of Birth	:	April 14 th 1991
Father's Name	:	Shri G.K. Sabarwal
Mother's Name	:	Smt. Uma Devi Sabarwal
Marital Status	:	Single
Religion	:	Hinduism
Nationality	:	Indian
Language Known	:	English, Hindi, Punjabi

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

(Manjeet Sabharwal)