Kapil Sehgal

Villa no. – 42 Celebrity Home
Jaisinghpura, Bhankrota Ajmer Road,
Jaipur (Raj.)
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Email I.D – kapil.sehgal32@gmail.com

Curriculum Vitae

Career Objective:

To be able to excel at my work with best of my efforts in achieving the organizational goals through my abilities based on continuous learning and to be able to grow with a progressive organization

Educational Qualification:

Course	Institute	University	Year of passing
B.com	M.S.J College	Rajasthan University	2006
Sr. Secondary	Guru Nanak Sr. Sec. School Bharatpur	Rajasthan Board	2003
Secondary	Guru Nanak Sr. Sec. School Bharatpur	Rajasthan Board	2001

Professional Qualification:

- Diploma in computer application (D.C.A)
- Diploma In Professional Account (D.P.A)

Computer proficiency:

- Microsoft Office (Word, Excel)
- Window 10, Window 11
- Internet surfing
- Tally Prime (Tds, Vat, GST, EPF, ESI, Payroll)
- Hostel Mess Management (Mess Store, Control Mess Diet, Mess Budget)
- Hostel Management (Room Allotment by Digital Chart)
- Staff Attendance Management
- Transport Solution
- Store Management
- Academic Record Solution (Paper Less Work)
- Ability To Manage More Than 10 Branch from The Head Office
- Bank Loan and Bank Document Work

Experience:

1	6 Month Experience in NIFA Institute as a Faculty.
2	1 Year Experience in Poddar College As An Accountant.
3	12 years' experience in Rajasthan institute of Engineering and technology College Bhankrota,Jaipur Since – 15 Dec. 2012 as a C.A.O
4	16 years' experience in Delhi public school, Bharatpur Since 16 July 2008 as a C.A.O
5	12 years' experience in Amma Chandrawati Hotel And Resort Pvt Ltd (**Blackout)** Jaipur Since 15 Dec. 2012 as a C.A.O and S.S Hotel and Resort as a C.A.O
6	5 years' experience in Vedas International School, Sohna (Haryana) Since 01 April 2016 as a C.A.O
7	05 years' experience in The Guiding Star Corp (Toni&Guy) as a C.A.O
8	03 years' experienceE5 Planning and Engineering (Gurgaon) as a C.A.O

Currently Working:

Manipal University Jaipur

Since – 28 Jan. 2025 as a **Senior Account Executive**

(Proposed for **Assistant Manager**)

Personal Profile:

Date of birth	:	04-Jul-1988
Language known	:	English, Hindi
Marital Status	:	Married

Apply for:

Assistant Account Manager/Deputy Account Manager

Place: Jaipur