**CURRICULUM VITAE**

**Heena**

[**Heena.356820@2freemail.com**](mailto:Heena.356820@2freemail.com)

**CAREER OBJECTIVE:**

To work in a challenging environment that leads to personnel and organizational growth.To

Utilize my capabilities and inter personal skills for the benefit of the Company and Country as a whole.

**EDUCATIONAL DETAILS:**

* MBA from SYMBIOSIS University, Pune
* Bachelor of Commerce from Kurukshetra University Kurukshetra in 2014
* 12th from Haryana Board Of Secondary Education in 2011

**COMPUTER SKILLS & TECHNICAL QUALIFICATION**

Well versed with Basic Knowledge of Computers, MS Office, Internet and Accounting Packages-TALLY

**SKILLS:**

* Office Tools : MS Office
* A/c Packages : Tally 7.2, 9.0 erp
* Others: Well Known about KDK (Spectrum) Software, Smart Vat Software, Online Sales Tax Returns, TDS Returns, Finalization of Accounts, Trading & Profit and Loss A/c etc.

**EXPERIENCE:**

* 3 Years of experience as an Accountant at OXARO GROUP (Advocates Firm) Karnal.

**HOBBIES:**

* Listening Music
* Internet Surfing
* Shopping
* Hardworking

**STRENGTHS:**

* Optimistic
* Positive Attitude
* Good Communication
* Self Motivation
* Disciplined
* Opportunity Seeker
* Honest

**PERSONAL DETAILS:**

Date of Birth**:** 01-12-1993

Languages Known **:** English, Hindi, and Punjabi

Gender : Female

Nationality **:** Indian

Marital Status **:** Un-married

**All the details given above are true to the best of my knowledge.**