**SRADDHA**

**SRADDHA.359614@2freemail.com**

SKILLS

**Personal**

Excellent verbal and written communication skills. Adaptable

Detail-oriented

Time management

Multi-tasking

## Computer

MS Office

Tally ERP 9

## Languages

English

Hindi

Bengali

INTERESTS

Astanga Yoga

Kathak

Canvas painting

Reading

Travelling

SUMMARY

Ambitious to build a career in accounting and finance with an organization where team work is required and hard work is appreciated and to be in a position which is best suited to my knowledge and skills.

EDUCATION

2012-2015 Bachelor of commerce

 Jain university

2012-2015 Diploma in general management

 Jain university

2013-2013 common proficiency test

 The institute of chartered accountants of india

2010-2011 bachelor of arts in kathak

 Allahabad university

ACHIEVEMENTS

100 Hours Information Technology Training

 SIRC of The Institute of Chartered Accountants of India.

35 Hours Orientation Program

 SIRC of The Institute of Chartered Accountants of India.

2009 – 2009 Road Safety Awareness Programme

 Conducted by SAFE (Hubert Ebner & TATA)

2009 – 2009 Participation for the Welfare of needy children

 EDU- CARE

2008 – 2008 First position in Inter School Yoga competition

 Dayanand Public School

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