

***ARVIND***

***ARVIND.367074*@2freemail.com**

**I am a flexible person seeking employment which will allow development, growth and make use of my existing skills.**

**Communication skill**

**Team Works**

**Time management**

**Flexibility**

**Responsibility**

**PERSONAL SKILLS**

**PROFILE**

 **Account Assistant [entry level]**

 **EDUCATION**

 **BAF (Bachelor of Accounting Finance)**

 Passed Year: 2015-16 (scored 73.50 %)

 **HSC (12TH standard)**

 Passed Year 2012-13 (scored 74.50%)

 **SSC (10th standard)**

 Passed Year 2010-11 (scored 80.91%)

 **SKILLS**

**Technical and technological skills**

**Analytical thinking, Planning**

**Willingness to learn**

**Work well under pressure**

 **SOFTWARE PROFINCIENY**

**Microsoft Office ,Ms word, Excel**

**Advanced Function Of Ms Excel like Pie chart, sumif, filtering etc..**

 **Internet, Document controller**

 **PERSONAL DETAILS**

**Date of Birth : 30th OCT, 1995**

**Gender : Male**

**Nationality : India**

**Languages : English, Hindi**

**Hobbies : Playing Chess, Watching Cricket**