**CURRICULAM – VITAE**

**Career Objective:-** To achieve a suitable and challenging position in an organization that draws upon my strengths & allow me to rise above the routine. To learn and grow at every given opportunity and there by prove to be an asset to the organization. **Professional Qualification:-**

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| **COURSE** | **ATTEMPT** | **YEAR** |
| Basic computing % Accounting | 1st | June, 2009 |

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| **COURSE** | **SCORE** | **BOARD** | **YEAR** |
| M.com ( ABST ) | 63.77% | Kota university | 2013 |
| B.com | 57.44% | Kota university | 2011 |
| Senior secondary school | 66.46% | R.B.S.E. | 2008 |

**Educational Qualification:-**

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| --- | --- | --- | --- |
| Secondary school | 76.17% | R.B.S.E. | 2006 |

**Work Experience:-** Completed 12 months work as a Accountant & Tally operator with **punchjanya pharma** at kota from 1st May 2014 to 30th April 2015.  **Computer Proficiency:-** **∙** Completed computer training as prescribed by the Institute of company secretaries of India. **∙** Proficiency in using MS. Office ( word , excel , power point ) and Internet applications. **∙**Completed Tally & new version Tally ERP 9 by National Institute of computer education. **Strengths:-** **∙** Ability to put across views and ideas effectively during discussions. **∙** Well- organized , methodical and ability to work in orderly manner. **∙** Effective time management and decision making skills. **∙** Good analytical and interpersonal skills. **Personal Details:-** **∙ ∙** Date of Birth : 13-August-1989 **∙** Marital Status : Single **∙** Language proficiency : Hindi & English



**Gulfjobseeker.com CV No:** **1493682**