**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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **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:-**

|  |  |  |  |
| --- | --- | --- | --- |
| 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**