

ANJANA

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CARRIER OBJECTIVE:

To add my contribution to organization which have its own standards & play a key responsibility in the vision of company.

WORKING EXPERIENCE:

Recently working in **Lalit Airways Pvt. Ltd.** as an Accountant since 1st April 2019.

1 year Experience of Working with **R.P. Varshney & Co. (CA Firm)** as an Accountant since 1st March 2018 to 31st March 2019.

1 year Experience of Working with **ICICI Bank** as an Auditor from 01st December 2016 to 30th September 2017.

JOB PROFILE:

- ✓ Registration under GST Enrolment.
- ✓ GST Return Filing of 3B, GSTR 1 & GSTR 9.
- ✓ Voucher & Transactions.
- ✓ Preparation of Invoice.
- ✓ Preparation of Cash & Banking transaction.
- ✓ Preparation of Bank Reconciliation and Party Reconciliation.

TECHNICAL QUALIFICATION:

- ✓ MS Office.
- ✓ Tally 7.2 & ERP 9.
- ✓ Clear Tax Software
- ✓ Familiar with Internet Operations.
- ✓ Knowledge of Computax Software
- ✓ Knowledge of Busy Software

EDUCATIONAL QUALIFICATION :

- ✓ 10th passed from C.B.S.E. Board
- ✓ 12th passed from C.B.S.E. Board.
- ✓ B.Com Hons. from Delhi University.
- ✓ MBA- Finance from Sikkim Manipal University

PERSONAL STRENGTHS:

- ✓ **Hard Working and Sincerity:** I believe that hard working is my biggest strength. Without These, I never be an asset of my company. These should be present in every person.
- ✓ **Discipline:** I believe that basic discipline is the answer to most of our problems. Timeliness and punctuality saves a lot of effort later on.

SKILL AND ATTRIBUTES:

- ✓ Excellent analytical & Communication Skills
- ✓ Strong willingness to learn and take up new challenges and experiences, work in a team
- ✓ Planning & organizing.
- ✓ Decision making.
- ✓ Positive oriented and confident.

PERSONAL DETAILS:

- ✓ Date of Birth : 07th August 1995
- ✓ Father's Name : Mr. Sukhdarshan kumar
- ✓ Marital Status : Unmarried
- ✓ Nationality : Indian
- ✓ Religion : Hindu
- ✓ Language(s) known : Hindi, English
- ✓ Sex : Female

DECLARATION

I Anjana hereby declare that what is stated above is true to the best of my knowledge & belief.

Date:
Place: New Delhi

ANJANA