



Aryan Bindal

CONTACT



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PERSONAL DETAILS

Date of Birth : 04/06/2003

Gender : Male

SKILLS

Basic knowledge of Indian Taxation



Client communication



Professional ethics & confidentiality



File management & follow-ups



Travel management



Itinerary planner



OBJECTIVE

Motivated and adaptable Bcom graduate seeking a role in sales, client servicing, or travel assistance. Passionate about building strong customer relationships and contributing to business growth. Eager to learn, take initiative, and deliver value while supporting my family through consistent, reliable performance.

EXPERIENCE

Assistant – Income Tax & Client Management

2024 - 2025

RAMNIWAS ASSOCIATES

Worked as an Accounts and Operations Assistant at Ramniwas Associates (family-run CA firm), where I handled end-to-end support for client ITR filing, coordinated client communication, maintained tax file status, assisted in documentation, and ensured timely collection of professional fees. Developed a good understanding of income tax processes and client relationship management.

Problem Solving & Adaptability



Google Workspace



Sales & Lead Generation



Client Communication



ACHIEVEMENTS & AWARDS

Handled client conversations during internship or voluntary work.

Received positive feedback for handling customer queries during a part-time/voluntary project.

LANGUAGES

Hindi

English

EDUCATION

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| 10th | 2020 |
| ID DAV PUBLIC SCHOOL | |
| 55% | |
| 12th | 2022 |
| ID DAV PUBLIC SCHOOL | |
| 53% | |
| BACHELORS OF COMMERCE | 2025 |
| GURU JAMBESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY | |
| 55% | |