

Nida

9315240630
nidarehman681@gmail.com
daryaganj, Delhi

Objective

I am seeking a company where I can use my experience and education to help the organisation meet and surpass its goals.

Education

12Th Pass
College: jesus&mary college

Skills & Abilities

Accounts:

Knows TDS, Tally, GST

Back Office:

Knows Computer, Tally, Email | Ms Word, Basic Excel, Advanced Excel

Human Resource:

Has MBA in HR

Other:

Receptionist:

Knows Computer, Email | Ms Word, Basic Excel, Advanced Excel

Languages Known

- English
- Hindi

Past Experience

Accounts:

Fresher

Back Office:

Fresher

Human Resource:

Fresher

Other:

Fresher

Receptionist:

Fresher

Other Details

Age: 19 Years
Gender: Female