**RENU SONI**

Mobile No: +91-9561054908

Email Id: [renusoni1992.rss@gmail.com](mailto:renusoni1992.rss@gmail.com)

**Career Objective**

To obtain a position that will effectively utilize my skills and education and the opportunity to work with a team.

**Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | School/College | Board/University | Year of Passing | Percentages  ( % ) |
| B.com | Indira College of Commerce | Savitribai Phule Pune University | 2019 | 55.08 |
| HSC | SNBP | Maharashtra Board | 2016 | 74.46 |
| SSC | MVM | Maharashtra Board | 2014 | 60.36 |

**Experience**

**Company**: Sirvi and Associates

**Post**: Jr. Accountant

**Year of Exp**: 1 year

**Exposure :**

* GST
* ITR form filling
* Accounting and billing
* Tally ERP 9

**Co-curricular Activities**

* Successfully completed computer course - MS-CIT
* Participated and secured certificate in internet marketing course
* Successfully completed certified advance accounting course (CAA)

**Technical Flair**

* Operating System – Windows 8 , Windows 10
* Application Software – MS – office

**Soft Skills**

* Time Management Skills.
* Comfortable working with both individually and in various sized groups.
* Leadership quality.

**Personal Details**

|  |  |
| --- | --- |
| Date of Birth | 12 June 1997 |
| Languages | English, Hindi, Marathi |
| Hobbies | Listening & Singing good music, Travelling |
| Permanent/Current address | S.NO 59/1B/SHRI NAGAR,Suyog Coloni KalewadiRoad,Pune 411017 |

**Declaration**

I hereby, declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Palace: Sign: