

Urmi Hira

202, Sahaj Residency, Sorabji Compound, Juna vadaj bus stand,
Ashram Road , Ahmedabad
Gujrat -380013

Date of Birth- 26/07/1992

Nationality- Indian

Caste- Sindhi

Contact- 9826134541

Objectives

To Obtain a job in a field that will challenge me and allow me to use my education, skills and my past experience in a way that is mutually beneficial to both myself and my employer and allow me for future growth and advancement.

Education

Post Graduate diploma in Banking
Ahmedabad Management Association, Ahmedabad
Completed in June 2017

Bachelor of Business Administration
Jiwaji University, Gwalior
Completed in June 2013

Experience

Accountant (April 2010 –July 2013)
Beauty Dyers & Cleaners (Private Firm), Gwalior

Responsibilities- To handle Final Accounts of the firm till their submission to the Chartered Accountant.

Skills

- Computer skills relating to MS Office
- Knowledge of Tally software

Date: 07/10/2017