

CURRICULUM VITAE

Parvinder Kaur Bhalla

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Career Objective:

- ❖ To accept any position that will enable me to expand my skills and ability to work well with knowledgeable people for achievement of organization's goal.

Abilities:

- ❖ Self-belief & Smart Working
- ❖ Believe in punctuality
- ❖ Able to give my best in pressure situation
- ❖ Positive Attitude.

Educational Background:

Qualification	Board/University	Year	Percentage
M.com	Gujarat University	2018	80.10%
B.Com	Gujarat University	2016	72.62%
Class XII	G.H.S.E.B	2013	74.93%
Class X	G.S.E.B.	2011	81.60%

Experience:

- I. Osia Hyper Retail Limited (Osia Hypermart)
 - Period of employment: **Two Year and Six Months**
 - Position held: **Accountant**
 - Work Experience: Recording of purchase Transactions, Sales transactions, Cash Entries, Debit & Credit Note entries, E-Way bill generation, Ledger Confirmation, Bank Entries & Bank Reconciliation, Managing the vendor payment and printing their cheques, Report generation & Reporting of the same.

Technical Skills:

- Tally.ERP9
- Microsoft Excel, Word
- Retail Whizz (Barcode Adapted Stock & Inventory Control System)

Personal Details:

- Full Name :Parvinder Kaur Bhalla
- Date of Birth :06/12/1995
- Permanent Address :35, Chamundanagar Society, Part – 2,
Beside Manhar nagar, Bapunagar,
Ahmedabad -380024.
- Nationality :Indian
- Marital Status :Married
- Linguistic Status :Punjabi, English, Hindi, Gujarati
- Hobbies :Dancing & Gardening.

Declaration:

- ❖ I here by 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.

Place: Ahmedabad.

Yours Faithfully,
(Parvinder Kaur Bhalla)