**CURRICULUM VITAE**

**ANITA**

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**OBJECTIVE**

I would like to join a Company that offers **PROFESSIONAL GROWTH**, where my experience & accounting skills will be further developed and utilized.

**CERTIFICATION COURSES**

OFFICE ASSISTANT COURSE ***(MS-Word, MS-excel, MS-Power Point, Tally, & Corel draw)*** from (Computer Education Centre).

**COMPUTER PROFICIENCY**

* Accounting Software  **:** Tally ERP 9.0
* Web Technology **:** Internet
* Office Package **:** MS-Word, Excel, PowerPoint ,Tally
* Typing Speed **:** 40 WPM

**ACADEMIC Credential**

|  |  |  |
| --- | --- | --- |
| **Examination** | **Board/University** | **Year of passing** |
| (Pursing from Graduation) Bachelor in Commerce | Delhi University (S.O.L) | 2020 |
| 12th (Commerce) | CBSE | 2017 |
| 10th All Subject | CBSE | 2015 |

**WORK EXPERIENCE**

**JOB RESPONSIBILTY:**

* Day to day Accounting Transactions in Tally.
* Preparation of create Accounting info.
* Preparation of inventory info.
* Preparation of Voucher (Sale & Purchase)
* Preparation ledger create
* receptions works
* preparation of GST Create
* Data Entries
* Excel ,MS Word , power point
* Using For Sever Cmya Server, H8 Sever, Icon Server.
* Effectively Commutation Calling

**COMPANY DESCRIPTION:**

**COMPANY : Air Net private Ltd Marrage Weebo.Net Works Private LTD.   
DESIGNATION : Receiption EXECUTIVE  
TENURE : July 28**

**LOCATION : Munirka Village 110067**

**PERSONAL SNIPPET**

#### Date of Birth : 16th April 2000

#### Address : House No.287B/1 Munirka village 110067

#### Linguistic Abilities : English & Hindi

#### Father Name : Mr.Kalicharan

#### Gender : Female

#### Nationality : Indian

#### Marital Status : Unmarried

#### Hobbies : Traveling, listening music & Learning new things.

#### Qualities : Honest & Smart working.

***(ANITA)***