# nidhi resume ..pdf

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#### **Career Goals**

Looking for opportunities to incorporate my skills and training to help the company to grow.

## **Skills Summary**

- Time management
- Self motivated
- Data entry
- Organization and time management
- Good telephone etiquette
- Leadership
- Decision making

#### Education

SSC:-

Sardar Patel Educational institute

HSC:-

Fatima convent higher secondary school

# Degree / Date of Graduation

Currently pursuing bachelor in commerce

# Experience

fresher

### Other Course

- Diploma In Account Executive
  - o M.S-Office (Latest Version)
  - o Tally prime (Latest Version)
  - Taxation
  - o Internet
  - Spoken English