



# kajal Acharya

m com and working in the chartered accountant firm as an assistant nd back office work and computer work for two years

## GET IN CONTACT

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## PERSONAL DETAILS

- Total Experience Fresher
- Current Location Ahmedabad
- Date of Birth Jan 23, 1986
- Gender Female
- Marital Status Single/Unmarried

## SKILLS

- Back Office Work
- Accountancy

## TECHNICAL SKILLS

- Team Leading
- Time Management
- Responsibility Nd Positivity

## LANGUAGES KNOWN

- english
- hindi
- gujarati

## COURSES & CERTIFICATIONS

- IATA Trawels Nd Tourism From ITTI Ahmedabad
- MS Office Nd TellyERP9

## PROFILE SUMMARY

want to give best performance of my work and make a bright future and get knowledge and experience

## EDUCATION HISTORY

### Post Graduation

|                 |                    |
|-----------------|--------------------|
| Course          | M.Com( Commerce )  |
| College         | Gujarat University |
| Year of Passing | 2008               |

### Graduation

|                 |                    |
|-----------------|--------------------|
| Course          | B.Com( Commerce )  |
| College         | Gujarat University |
| Year of Passing | 2006               |

### Class XII

|                 |          |
|-----------------|----------|
| Board           | Gujarat  |
| Medium          | Gujarati |
| Year of Passing | 2003     |
| Grade           | 60-64.9% |

## WORK EXPERIENCE

Mar 2013 to Present

### assistant at pinal vidhi & associates

m com back office work ,accounting work, computer work

Dec 2019 to Feb 2020

### Sales Executive at Make my trip

## OTHER INTERESTS

Travelling , badminton , music, Meditation