**Rekha Kumari**

**Email:**mona.singh.chauhan@gmail.com

**Add: Adithya Garden**

**Apartment, B203,**

**Hosa Road, 560100**

**Mob:- +91-8088440537**



**OBJECTIVE:**

To obtain a challenging and rewarding position which offers diverse job responsibility and in turn fully utilize both my technical and leadership abilities for the positive contribution of the organization.

**ROLES AND RESPONSIBILITIES**

* Thorough knowledge of Accounting, Taxation
* Strong analytical, problem solving, organizational ability
* Good written and communication skills
* Ability to deal with people diplomatically
* Willingness to learn and execute

**Educational Qualification:**

* Perusing B Ed from Singhania university Rajasthan (Completed first year)
* Bachelor in Library Science (2020-2021) from Subharti university, Meerut
* LLB (2012-2015) from RAGHUNATH PANDEY office MEMORIAL LAW COLLEGE, Muzaffarpur,Bihar .
* BCom from Ranchi University, Jharkhand with 50% marks in year 2012.

**SOFTWARE PROFICIENCY**

* Tally7.2,9.0.
* Ms Office

**Experience: Teaching in Acts secondary school Bangalore**

**PERSONAL DETALS**

**Father’s Name :**Sri Sanjay Kumar Singh

**DOB :** 10-03-1989

**Gender :** Female.

**Marital Status :** Married

**Nationality :** Indian

**Languages know :** Hindi English

**DECLARATION:**

I hereby declare that all details furnished above are true to the best of my knowledge and belief.

**Date:**

**Place: Bangalore** **(Signature)**