**Reshma Taj**

No 3 3RD Main

2nd floor Fcross

Bismillah Nagar Ph no. 9845973078

Bannerghatta Road,

Bangalore - 560029

Falaksn924@gmail.com

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**CAREER OBJECTIVE:**

Looking forward for an opportunity to utilize my skills and abilities in the current organization that offers sensitivity and professional growth while being resourceful, innovative and flexible.

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**EDUCATION QUALIFICATION:**

BCOM (2011-2014) BET SD - 60%

PUC (2011) BET PU- 69.33 %

SSLC (2008) BET sufiya high school - 57%

**PROFESSIONAL EXPERIENCE:**

**Company: GREET TECHNOLOGIES PVT LTD (Sister concern of tally solutions Pvt Ltd).**

**Designation**: **“Accounts Process Executive”- September 2014 till now**

**Responsibility:** Engaged in giving online support for Tally Customer

Providing support to tally’s Indian and foreign client’s in configuring and resolving issues related to Tally ERP 9 accounting module.

Providing voice and technical support to tally’s Indian client in configuring and resolving issue related to Tally ERP 9 taxation module.

Addressing the queries related to VAT, Service Tax, TDS, Excise Dealer and Manufacturer.

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**Additional Qualification:**

**Certified Computer Accountant:**

Accounting and Inventory Management in Tally

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**SOFT SKILL PROFILE:**

Strong interpersonal, learning and organizing skills matched with the ability to manage stress, time and people effectively.

**HOBBIES:**

Listening Music, Watching TV, Playing cricket .

**PERSONAL DETAILS:**

Father Name : Muneer

Date of Birth : 30/Oct/ 1992

Sex : Female

Nationality : Indian

Marital status : Single

Religions : Islam

Caste : Muslim

Languages known : English, Hindi, Urdu and Kannada.

**DECLARATION**

I here by declare that all the information provided by me in this application is factual and correct of my knowledge and belief.

**Date:**

**Place: Bangalore**

# RESHMA TAJ