

BHAWNA

Current Address

C-4/25, Acharya Niketan,
Mayur Vihar Phase-I,
New Delhi-110091

Email: bhawna.ip@gmail.com

M: 9891417937

Career Objective

To obtain a creative and challenging position that enables me to gain valuable commercial experience and To take a challenging and high performance oriented role in the field of accounts and Finance and implement the expertise that I gained as part of my degree course and projects.

Professional Qualification

- Pursuing M.com from MDU Rohtak.
- B.com (H) from Delhi University with aggregate 70% in the year 2014.
- 12th Passed from CBSE Delhi with aggregate 78% in the year 2011.
- 10th Passed from CBSE Delhi with aggregate 65% in the year 2009.

Technical Skill Set

- Operating System : XP/ Window 7, Window 8
- Web Tools : HTML, CSS, Notepad++
- Utilities : Microsoft Office, Access, Outlook, Excel.
- Finance Tool : Tally erp 9.0

Working Experience

- **From 01st January, 2016 to Till Date**

- | | | |
|-----------------|---|---------------------------------|
| Organization | : | LCGC Group Companies |
| Job Profile | : | Senior Office Executive |
| Technology used | : | Tally, MS Word, Excel & Outlook |

- **From 01st July, 2014 to 31st December,2015**

Organization : Precision Biotek Instrument Pvt. Ltd
Job Profile : Admin
Technology used : Tally, MS Word & Excel

Technical Trainings and Certifications

- **From December to Jan 2014 (1 Month)**

Organization : AIR INDIA in CRA department (finance).
Job Profile : Trainee
Technology used : SITA software MS Excel & Word

- **From February to April 2013 (2 Month)**

Organization : Delhi census
Job Profile : Trainee
Technology used : MS Word & Excel

Personal Details

Father's Name : Late Mr. Joginder pal
Gender : Female
Nationality : Indian
Linguistic Proficiencies : English, Hindi
Current CTC : 2.20 L/A (in hand)

Declaration

I hereby declare that information provided above is true to my knowledge and I have not omitted any information knowing that can affect the selection procedure of the concerned organization.

Place: Delhi

Date:

Bhawna