

# BHAWNA

## Current Address

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

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## 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 01<sup>st</sup> January, 2016 to Till Date

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

- **From 01<sup>st</sup> July, 2014 to 31<sup>st</sup> 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**