

Yasmeen Ansari

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Contact No: - 9893590578

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**CAREER OBJECTIVE**

Use my experience to stimulate innovation and transformation at a forward-looking

Organization with aggressive goals.

**STRENGHTS**

* Hard working nature & a high attitude of mingling with the group
* Quick learning capacity in new environment

**EDUCATIONAL QUALIFICATIONS**

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| **Examination** | **Institution** | **Board /**  **University** | **Year of**  **passing** |
| *M.com* | Pt. Ravi Shankar Shukla University, Raipur | Pt. Ravi Shankar Shukla University, Raipur | 2014 |
| *B. Com* | Durga College, Raipur | Pt. Ravi Shankar Shukla University, Raipur | 2008 |
| Higher Senior Secondary | Saraswati Girls N.P.H.S School, Raipur | CG | 2005 |
| Senior Secondary | Saraswati Girls N.P.H.S School, Raipur | CG | 2003 |

**PROFESSIONAL QUALIFICATIONS**

* Completed P.G.D.C.A. course from Pt. Ravi Shankar Shukla University, Raipur in 2010 with 54.4% marks

**COMPUTER SKILLS**

Windows 10/server, M.S. Office, Tally.Erp.9 & Tally Prime

**WORK EXPERIENCE**

*  **Basudev Trade link (Plant Office)Raipur (C.G.)**
* **Designation :** Asst. Accountant
* **Functional Area:** Tally Entry, Excel ,word & Audit Work
* **Duration:** June.2021 to Continue
* **Location :** Raipur
*  **Income Tax Department Raipur (C.G.)**
* **Designation :** Computer Operator
* **Functional Area:** Department Software
* **Duration:** Sep.2017 to May 2018
* **Location :** Raipur
*  **Agriculture Department Raipur (C.G.)**
* **Designation :** Asst. Auditor
* **Functional Area:** Tally entry,
* **Duration:** Sep.2015 to March 2016
* **Location :** Raipur
* **Popular Paints & Chemicals Pvt. Ltd.**
* **Designation :** Asst. Accountant
* **Functional Area:** Tally entry, Book keeping, Parties Accounts Handling.
* **Duration:** Jan. 2015 To Aug 2015
* **Location :** Raipur

 Rose Valley Group of Companies

* **Designation :** Cashier
* **Functional Area:** Cash handling & transactions, Tally entry, Book keeping, Supervising branches cash transactions, online entry, companies accounts.
* **Duration:** July 2011**.** To Dec 2014.
* **Location :** Raipur

PRO-C Education Pvt. Ltd.

* **Designation :** Administrator cum Counselor
* **Functional Area:** Administration, events organizing, Cash Handling, Deciding study materials, sessions and solving their related queries.
* **Duration :** Dec 2009 To June 2011
* **Location :** Raipur

**PERSONAL DETAILS**

Father’s Name : Mohammed Musa Ansari

Date of Birth : 21st Feb. 1987.

Nationality : Indian

Sex : Female

Marital Status : Married

Languages Known: Hindi, English & Urdu

E-mail : [yasmeenansari.yashu1988@gmail.com](mailto:yasmeenansari.yashu1988@gmail.com)

Permanent Address: H.No. 119/60, Near Amar Kirana Store,

Turki Talab Idgaha Bhata, Raipur (C.G.)

Contact : 9893590578

**DECLARATION**

I hereby declare that the above given information is true to the best of my knowledge & believe.

Date: / / Yasmeen Ansari

Place: Raipur