| RESUME |
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AMRITPAL SINGH SANDHU

E-mail id-: sandhuamrit9513@gmail.com

Mob No-: 8591038308

| CAREER OBJECTIVE |
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Seeking a Challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learning's. To get an opportunity where I can make the best of my potential and Contribute to the organization's growth.

| PERSONAL QUALITIES |
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- Positive Attitude
- Time Management
- Good listener
- Skilled speaker
- Handle situation with Patience

| ACADEMICS |
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| Examination | Name of school/college | Board/university | Percentage | Year of passing |
|---|---|---|---|---|
| TYBMS | S.K. college of commerce & science | Mumbai University | 65.42% | 2018 |
| H.S.C. | D.P.V.N. & JR college | Maharashtra Board | 49.8% | 2015 |
| CBSE | Bharati Vidyapeeth High school & Jr college | CBSE Board | 50.6% | 2013 |

| COMPUTER KNOWLEDGE |
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- .MSCIT & English Typing B+ Grade in year 2022

- Spoken English course from stek it- education in year 2019     (B+ Grade)

## EXPERIENCE

Fresher

## HOBBIES

Playing sports&  Listening to music

## ADDITIONAL COURSE

- PAMS Course ( Professional Accounting & Finance MIS  Specialist secure B+ Grade in year (2023)

### Module1-:  Business Automation & Accounting Foundation

- MS-Word, Basic Excel & Advance Excel, Ms-Power Point
- Tally ERP-9 & Tally prime
- GST  & Project on tally & excel

### Module2-: Professional Accountancy & Business Analytics

- Taxation & Banking system for small & Big Business
- Advanced tally ERP-9 & Tally Prime, Advanced Tally -GST
- Financial Business Reporting
- Advance Excel-Level2    (Management Executive
  - ➤ VBA Macros,  Data Analysis, Power-Pivot,  Solver, Depreciation Function, ASAP Utilities, Power Query, Dashboard creation, Google Drive, One Drive, Google Forms
  - ➤  MIS &   Business Analytics with Advance Excel
  - ➤ Communication Skills-English Fluency, PD & interview-preparation
  - ➤ Project on Advanced tally-GST, Excel, VBA & Questionnaire on Google Forms

### Module 3-: Digital Finance & MIS Specialist

- Ms-Access Database Management System, Digital Finance system (DFS)
- Tableau, Power-BI ,MIS reporting through Excel & MS-Access
- Project on Power bi & Project on Tableau

## Declaration

I hereby declare that the above information is true to the best of my knowledge