

CURRICULAM-VITAE

ARCHANA PAL

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18A, 102, BEST
Quarters Chandivali
Mhada Sakinaka
Andheri East
Mumbai 400072

OBJECTIVE

To join and work with an organization which is progressive and gives me a chance to enhance my skills and be a part of the team that excels in work towards the growth of the organization and gives me satisfaction thereof, and serve the subjected organization with the ability and zeal.

ACADEMIC QUALIFICATION

Name of the Academic	Board/University	Year	Status
M.Com	Mumbai	2017	Second Class
B.Com	Mumbai	2014	Second Class
HSC	Mumbai	2011	Second Class
SSC	Mumbai	2009	Second Class

CMPUTER AWARENESS

- Basic knowledge of computer.
- MS-CIT.
- Tally

WORK EXPERIENCE

Work Experience of 1 year 2 Month as an Accountant in Saffron Enterprises.

Responsibilities –

- Tally
- Billing
- Data Entry

PERSONAL DETAILS

Name : Archana Pal
Date of Birth : 28th April 1994
Nationality : Indian
Hobbies : Listening Music, Cricket
Marital Status : Single
Languages Known: English, Hindi, and Marathi.
Gender : Female.

Place: Mumbai

Date: