

# RESUME

**Neelam Singh**

E mail ID: **neelamsingh19@gmail.com**

Contact No: **+91-9971522679**

Address: **A160/5 Shivam Colony Ismailpur Faridabad Haryana.121003**

## **Career objective**

To chart out a career in finance taking full advantage of my specialization in finance and to work with my full efficiency and integrity in long term association with any reputed

## **Educational Background**

12th passed from UP board in year 2010

10th passed from CBSE board in year 2007

## **Certification course**

6 Months Diploma in computer application from Sai Computer institute.

3 Months Diploma in Tally ERP 5.5.1 and advance excel from Arth institute.

## **Summer training**

MS Office: Word, excel .PowerPoint etc.

Advance Excel: V LOOKUP, H LOOKUP etc.

Tally ERP 5.5.1: Payment entry, Receipt, Contra, Sale Purchase entry, VAT, CST, TDS etc.

## **WORK EXPERIENCE:**

Worked with **Oasis Brothers Mkt. Pvt Ltd** as a **Computer Operator** from Jan 2016 to Feb 2017.

## **Technical skills**

-Can work efficiently in tally.

-Good command over MS Excel.

## **Interpersonal skills**

-Good command over analysis.

-Never give up attitude.

-Always do smart work.

## **Personal Details**

Date of birth: 25/08/1990

Languages known: English and Hindi.

Date:

Place:

(Neelam Singh)