

CURRICULAM-VITAE

ARCHANA PAL

Email-id-archanapal805@gmail.com

Contact-no-8652411311

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: