

# **CURRICULUM VITAE**

**NAME: SARITA VERMA**

**ADD: -** RZC-49, STREET NO.6,  
MAHAVIR ENCLAVE  
NEW DELHI 110045

**MOBILE NO : 8512052059**

**E mail : vermasarita95@Gmail.com**

## **CAREER OBJECTIVE:-**

To work sincerely, building a symbolic relationship with your organization where my efforts will be complemented by career growth, degree of Responsibility and to prove myself as a valuable assets and always seeking a challenging and progressive work environment.

## **EDUCATIONAL QUALIFICATION: -**

- (1) Passed Secondary Examination From C.B.S.E .Delhi
- (2) Passed Sr. Secondary Examination from C.B.S.E Delhi
- (3) Graduate (B.Com Pass) from Delhi university

## **PROFESSIONAL QUALIFICATION:-**

- (1) Diploma in Computer & System Management frm Uptron ACL.
- (2) Typing in English
- (3) Diploma in Computer Financial Accounting.
- (4) Completed Certified Industrial Accountant from ICA.

## **WORK EXPERIENCE:-**

- (1) Worked with Star Enterprises as an Office Assistance Cum Accountant New Delhi  
From 2007-2008
- (2) Worked with Bengal Lite, Tilak Nagar, New Delhi as an Accountant.  
From 2008 To Dec.2012
- (3) Working With Unique Farm Aid (P) Ltd.Co. , Karol Bagh as an  
Accountant from Feb '2013 to Dec. 2015.
- (4) Currently working with MSN Enterprises , Jasola as an Accountant From Dec 2015

## **AREA OF INTEREST**

- (1) Interacting with people.
- (2) Learning new things.
- (3) Reading.

## **STRENGTH:-**

- (1) Positive Attitude
- (2) Willingness to Learn
- (3) Disciplined & Punctual

**PERSONAL INFORMATION:-**

Husband's Name	:	Mr. Surjeet Verma
Date of Birth	:	Nov09, 1976
Nationality	:	Indian
Hobbies	:	Reading Books, Listening Songs.
Languages Known	:	English , Hindi & Punjabi

**DATE:**

**PLACE:**

---