

Archana Kumari

CMA trainee

archanasingh111300@gmail.com

+91-(870) 992-5928

WORK EXPERIENCES

Sureka&Associates

Nov 2020 - Jun 2021

CMA trainee

Engaged in Activities like

- GST return filing
- Income tax returns
- Back office handling

SKILLS

- MS advance excel
- Great Team communicator
- Never give up attitude
- tally with gst
- Quick and fast learner

EDUCATIONS

College/school	University/Board	Degree/Standard	Passing Date	Percentage/Pointer
ICMAI		CMA FINAL (FIRST ATTEMPT)	2020	57%
ICMAI		CMA group 2 inter(second attempt)	2019	54%
ICMAI		CMA final group 1 (second attempt)	2018	55%
Ranchi Womens College	Autonomous	B.Com.(Accounts Hons)	2016	70%
DE NOBILI CMRI	CISCE	Higher secondary(12)	2013	75%

PROFESSIONAL CERTIFICATES

- Treasury and international banking From ICMAI
- Tally with gst course from udemy
- Financial analyst course from Udemy

AWARDS & ACHIEVEMENTS

- Have been Captain of my sports team in school
- A certificate NCC candidate
- Represented school on State Level Twice Sports

PERSONAL INFORMATION

Date Of Birth	30-08-1995
Country	India
Father's Name	Arvind singh
Marital Status	Single
Gender	Male
Languages Known	Hindi, English
Hobbies	Dancing, Cooking
Strengths	Great team handling skills, Good and fast learner, can work under pressure, Never disappointing attitude
Address	US tower1, opposite lelac hotel, line tank road, ranchi, Ranchi, jharkhand, India

I hereby declare that all above information is in correct with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Date : 31/12/2021

Archana Kumari