

## **CURRICULUM VITAE**

***SUHANI***  
***[CMA, B.Com (H)]***

***48 Girdhar colony , Bholaram Ustad Gate -INDRAPURI.***  
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### **OBJECTIVES**

A challenging position in an organization where my knowledge, skills and strengths can be shared and enriched in conjunction with the company's goals and objective.

### **ACADEMIC ACHIEVEMENTS**

#### **• EDUCATIONAL QUALIFICATION**

<b>Institution/University</b>	<b>Examination</b>	<b>Year of passing</b>	<b>Marks Obtained (%)</b>
Vinoba Bhave University,Hazaribag	<b>B.Com (A/c hons)</b>	2010	62%
BISSS 2-C, CBSE BOARD	<b>I.Com</b>	2007	62%
BIV SEC-12A, CBSE BOARD	<b>Class X</b>	2005	68%

#### **• PROFESSIONAL QUALIFICATION**

**C.M.A. (Cost Mangement Accountant) Intermediate Qualified .**

<b>Institute</b>	<b>Examination</b>	<b>Term</b>	<b>Marks Obtained (%)</b>
<b><i>The Institute of Cost Accountants of India</i></b>	Final(persuing)		
	Intermediate	Feb 2010	51%
	Foundation	Dec, 2008	50%

#### **• COMPUTER QUALIFICATION & EXPERIENCE**

- Completed Computer Course in Practical Modular Training conducted by**  
**The Institute of Cost Accountants of India.**
- Working in WINDOWS Based environment with hands on MS Excel, MS Word, Open Office and Internet etc.

### **PROFESSIONAL EXPERIENCE:**

Worked as a Cost Management Trainee at Steel Authority of India Limited (SAIL)/BSL Bokaro Steel City One year and currently looking of following jobs related to Finance Sector.

**Current Experience :**

In **2017-18** Worked as back office executive in Nature Nursery -

In 2018 - Working in **Teleperformance** as an Customer Care Executive ( PhonePe)

**HOBBIES AND INTEREST**

- Helping and meeting people, Listening Music, Playing Badminton, Watching movies, reading Novels, Cooking.

**STRENGTH**

- Hardworking, honest, sincere, self-motivated, punctual, enthusiastic and positive attitude.

**PERSONAL DETAILS**

Father's Name	: Shri Sadhu Sharan	Nationality	: Indian
Mother's Name	: Smt. Anju Sharan	Languages Known	: English & Hindi
Date of Birth	: 5th, Dec 1988	Religion	: Hindu
Sex	: Female	Marriage status	: Unmarried

DATE:

**(Suhani)**