

BARKHA VERMA
Phone no: 9716203258, 9717325270
Email ID: vermabarkha4@gmail.com

CURRICULUM VITAE

Objectives

To excel in my work by working with dedication, creativity and perseverance in order to contribute effectively to the organization's growth and thereby learn in the process.

Qualifications

➤ **Professional**

Course	University	Year of Passing
MBA(HR)	Symbiosis University , Pune (Distance Learning)	PURSUING

➤ **Academic**

Degree	Institute	Year of Passing
B.A	Delhi University	2013
12 th	Kendriya Vidhalya	2008
10 th	Girls Govt School	2006

Work Experience

Principal Name	Duration	Position
Sudhir Sunil & Co.	Aug 2013- till dated	HR Executive
Airport Authority of India (Rajiv Gandhi Bhawan)	April 2013- July 2013	Office Assistant
Vag Info Tech	Feb 2012-Feb 2013	Computer Operator

Assignments

Nature of Assignment	Nature of Work
HR	<ul style="list-style-type: none">➤ Preparation of Joining Letter, Confirmation Letter, Relieving letter, Experience Letter, Salary Slip, Monthly Salary, and Resignation Letter also Leave.➤ Underline Resume from Facebook and Placement Agencies & arrange their interview➤ Maintaining Conveyance register and reimbursements.➤ Maintaining all the policies and updating the requisite policies from time to time

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	<ul style="list-style-type: none">➤ Preparation of Salary slip and Vouchers.➤ Prepared various legal documents as Power of Attorney, Affidavit, Income Tax Letter, and Agreement & Invoice.
Direct Tax	➤ Preparation and Filing of Income Tax Returns & Wealth Tax Return.
Indirect Taxation	➤ Preparation and Filing of Service Tax Return.
Others	➤ Handled all Company HR related work.

Computer Skills

Software	work
Spectrum	➤ Worked spectrum feeding while filling Returns.
Microsoft Office 2007, 2010	<ul style="list-style-type: none">➤ Daily working on Ms word , Ms – Excel,➤ Prepared Presentation of Power Point.
Windows 7 & 8	➤ Handled Window with software 7 and 8.
Tally	➤ Worked on tally 9.0 for reconciliation of Accounting Data.
“One year Professional Diploma in Computer Business Application from DICS Computer Education Work Experience.”	

Personal Development

- Learned how to work in Team.
- Ability to work in challenging environment.
- Quick Learner.

Personal Details

- Father's Name	: Mr. Vinod Kumar Verma
- D.O.B	: 06 th July 1991
- Gender	: Female
- Language Read Write and Speak	: English, Hindi
- Permanent Address	: H.No-24, Aliganj Kotla Mubarak Pur New Delhi-110003