

RESUME

Tarun

House No. C-502, Near S. S. Public School,
Sangam Vihar, New Delhi - 110080

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Email ID: ttarunn26@gmail.com

OBJECTIVE

To give my level best to the Institution I work with. To work with the Organization that provides a friendly environment with good career opportunities. My objective is to learn all the aspects of my job in an Organization.

PROFILE SUMMARY

- ❖ Highly motivated and leadership skills
- ❖ Ability to produce best result in pressure situation.
- ❖ Eager to learn new technologies and methodologies.

PROFESSIONAL QUALIFICATION

Year	Institute	Course	Marks	Percentage
May 2022	Institute of Chartered Accountant of India	CA-IPCC	Attempt Due	
December 2016	Institute of Chartered Accountant of India	CA-CPT	103/200	51.5%

ACADEMIC QUALIFICATION

- ❖ 10th passed from CBSE
- ❖ 12th passed from CBSE
- ❖ Completed ITT Training Program and Orientation Program prescribed by ICAI.

TECHNICAL QUALIFICATION

- ❖ Good Knowledge in Computer Software and Hardware
- ❖ Ms Office (Ms Word, Excel, Power Point)
- ❖ Tally
- ❖ Internet
- ❖ Typing speed Above 50 WPM

WORKING EXPERIENCE

- ❖ Fresher

HOBBIES

- ❖ Listening Music
- ❖ Playing Cricket and Chess

PERSONAL INFORMATION

Father's Name : Onkar Singh
Date of Birth : 26th December, 1998
Language Known : Hindi & English
Marital status : Unmarried
Soft Skills : Friendly, Reliable, Cheerful, Helping

Date

Place.....