

CURRICULUM-VITAE

ARCHANA CHHABRA

4/17 Malviya Nagar

New Delhi-110017

Contact No. 9999186152

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Career Objective:

To get well established and growth oriented organization and Participate in the decision Making process.

Working Experience:

- Currently working at San Consultants
- Worked at Panjkaj D Jain & Co.
- Worked at Shree Sainath Infratech Pvt. Ltd.

Educational Qualification:

- M.Com from IGNOU
- B.Com(H) from Delhi University
- 12th pass from C.B.S.E Board
- 10th pass from C.B.S.E Board

Professional Qualification:

- GST Return (GST3B, GSTR1,GSTR2)
- Sales Tax(Vat & CST) Sales Tax Return,
- TDS
- Income Tax Return
- Bank Reconciliation, Debtor & Creditor Reconciliation
- Profit & Loss A/c, Balance sheet
- Tally ERP 9
- M.S. Office(M.S. Word & Excel)

Hobbies

- Reading
- Listening Music

Strength

- Dedication towards work
- Hard working
- Honesty

Personal Information:

Husband Name : Rahul Chhabra

Nationality : Indian

Marital Status : Married

Languages Known : Hindi, English,

Declaration

I have declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above –mentioned particulars.

Date;

Place; Delhi

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