

# **RESUME**

## **SHIVANI SUYAL**

Contact: 9354251993

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### **Objective**

**To Be a Successful professional in a Globally Respected Company Where I Can Use My Skills to Achieve Company's Goals and Visions**

### **Internship**

- Worked as an Accountant at Royal Enfield Shiva Rider, Ghaziabad from January 2020 to July 2020.

### **Professional Course**

- Completed Company Secretary Foundation Course.

### **Educational Courses**

- Completed Bachelor of commerce (B.COM) from DELHI UNIVERSITY.
- Passed higher secondary from ST. PAUL'S ACADEMY.
- Passed high school from K.D.B PUBLIC SCHOOL.

### **Known Software**

- Proficient in TALLY ERP 9.
- Good knowledge of MS-EXCEL, MS-WORD and MS-POWERPOINT.

### **Strengths**

- Quick learner.
- Good Analytical skills.
- Logical skills.

- Initiator and passionate about working.
- Good grasping ability.

#### Hobbies.

- Playing Badminton and Table tennis.
- Going to gym.
- Reading blogs about nutrition.

- **Languages known:**
- English, Hindi,

#### Personal Information

- Father's Name :- Vinod Kumar Suyal
- Mother's Name :- Meena Suyal
- Date of Birth :- 04-07-1997
- Gender :- Female
- Nationality :- Indian
- Marital Status :- Unmarried
- Religion :- Hindu
- Language Known :- Hindi & English