



VATIKA

Phone no: - 09870577466

House No.- 122, Baradari Colony,2E

Nehru Nagar ,Ghaziabad(U.P)

Email ID –smartyvatika92@gmail.com

Objective

To work within an organization where I can explore my skills in Accounting and Financial to the maximum, leading to betterment of organization and career growth.

Work experience

- **Currently working in NIOS as an office assistant since sept 2017.**
- **6 months working in skill manthan (PMKVY) center as a logistic trainer.**
- **6months teaching experience at NIIT Shalimar garden as a trainer of (finance and accounts).**
- **1 yr working experience in platinum propmart pvt. Ltd. as a front desk manager and jr. accountant.**

Academic profile

- **Bachelor in education From MITE College, CCS University 2017 (Main subjects are Commerce and Social science).**
- **Masters in commerce from VMLG College, CCS University 2015 (Main subjects are Marketing, Income tax, Finance).**
- **Bachelor of Commerce from VMLG College, CCS University in 2013 (Main subjects are all commerce subjects).**
- **Intermediate From NIOS in 2010 (Main subjects are physics, chemistry, biology).**
- **High School from Ghaziabad public school CBSE Board in 2007.**

Extra Qualification

- **Diploma in MS Office**
- **Diploma in Tally**

Strengths

- ◆ Self Dependent.
- ◆ Adaptability.
- ◆ Team work, Flexible and punctual.
- ◆ Result Oriented
- ◆ Motivator & Quick Learner

Personal Profile

Father's Name : Mr. Akash Kumar.
Date of Birth : 8th November, 1991
Sex : Female.
Nationality : Indian.
Marital Status : Single.
Contact : 9870577466
Languages Known : English & Hindi
Permanent Address : C/O Akash Kumar
House No.-122, Baradari Colony, 2E
Nehru Nagar , Ghaziabad (U.P)

Declaration:

I hereby declare that the above furnished details are true and correct to the best of my knowledge.

(Vatika)