

## **RESUME**



**Name:** Kajal Singh  
**Address:** Khetraipur, Sambalpur  
**E-Mail Id:** kajal250499@gmail.com  
**Contact No.:** 7008503937

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**Career Objective:** To secure a responsible & challenging position in an organization where I will be able to grow by contributing my knowledge & skill.

### **Educational Qualifications:**

Sr.no.	Examination Passed	Year	Board	Percentage
1	10 <sup>th</sup>	2015	CBSE	75%
2	12 <sup>th</sup>	2017	CHSE	68%
3	B.Com	2020	GM. University	61%

### **Experience Details:**

I am a fresher but I am eager to learn new things and can perform better with time.

### **Computer Knowledge:**

- Tally ERP 9 with GST
- Basics of Computer
- MS Office Basics

### **Personal Details:**

**Fathers name :** Bijay singh  
**Date of birth:** 25<sup>th</sup> April 1999  
**Religion :** Hindu  
**Marital status:** Unmarried  
**Gender :** Female  
**Languages known :** Hindi & English  
**Hobbies :** Cooking

### **Declaration:**

I hereby declare that all statements made by me in the application are true, complete & correct to the best of my knowledge and belief.

**Place :** Sambalpur

**Date:** 30<sup>th</sup> Oct 2021

**Signature:**