

PARAS VERMA

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D-44 A, Lajpat Nagar, Sahibabad, Ghaziabad, UP-201005



Objective

If you hire me, it will be a great opportunity for me to showcase my skills and whatever the goals are, I ensure you to complete them in a stipulated time and always give my best to company growth



Experience

Epothane Civilic Engineers Pvt. Ltd.

16/11/2020 - 18/1/2021

Key Accounts Assistant

Maintain database on a regular basis

Record transactions on a daily basis

Preparing e-way bills, PF, ESI

Preparing Gst-invoice, e-challan



Education

C.C.S. University

2020

B.com

53%

SBV ROUSE AVENUE, New delhi

2017

12th

72.70

SSK public school, Murad Nagar

2014

10th

6.6 CGPA



Skills

Having a clear logical mindset with practical approach

I believe in a problem solving behaviour which drives me to completion of a given task on time

Having a good communication skills Both verbal and written

Having a good interpersonal skills which drives me to interact with new peoples

Have a good patience level and attitude



Language

English

Hindi



Activities



- Watching documentaries and posts over the weekends
- Have my own photography page and to inspire more for it



Future Goals



- I want to work in a company which gives me an opportunity for personal growth
- I want to be a valuable employee in a reputed firm where I work and to achieve a senior most place there
- I want to assist a team who is in learning stage and assist them for their better growth



Hobbies



- Reading books
- Listening to music
- Phone photography