PARAS VERMA

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O-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

S 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

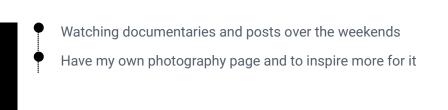
Have a good patience level and attitude

Language

English

Hindi

Activities



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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

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Hobbies

Reading books

Listening to music

Phone photography