

CURRICULUM VITAE

PRINCE ABROL

N-329, Raghubir Nagar

New Delhi-110027

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CARRIER OBJECTIVE

To work in a dynamic organization and utilize all the given career opportunities' in an innovative way which will help in the growth of the organization and also promote my professional growth.

QUALIFICATION

Course of Study	Name of Institute	Year of Passing	Percentage
BCA	Indira Gandhi National Open University	2017	60%
12th	C.B.S.E. Board New Delhi	2011	54 %
10th	C.B.S.E. Board New Delhi	2009	60 %

TECHINICAL PROFICIENCY

- Windows 97/ 2000/ XP/ 7/ 8/ 10
- MS Excel, MS Word, MS Power point, Internet Excess.
- Professional Service Automation (PSA), Basic Knowledge of Tally.
- English Typing 50 wpm.

WORKING EXPERIENCE

- Presently working for Triplex India Pvt Ltd as an Executive Assistant from 26.07.2017 to till now.
- 2.5 Year experience in Jain Singhal & Associates (Chartered Accountants) as an Executive Assistant
- 2 Year experience in INCOME TAX SETTLEMENT COMMISSION as a Executive Assistant.
- 1 Year experience in ELECON CARGO PVT. LTD as a Computer Operator.
- 3 months experience under JYOTI KUMAR & CO. (Chartered Accountant)

JOB RESPONSIBILITIES

- Take Phone calls from Client & Fixed scheduled meeting for my boss.
- Maintain MIS Sheet Weekly and Monthly Basis.
- Billing in PSA Software.
- Online Filing of Form.
- Data analysing and file handling of soft data.
- Maintain Record Room with proper file list.
- Good knowledge in Excel.
- Take responsibility for special projects as assigned by Director.
- Check and approve TA/DA Sheet of Employees
- Receive mails from client revert back with better solutions.
- Always ready to do new work.

PERSONAL STRENGTH

- Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism
- Result oriented individual with strong analytical and interpersonal skills and a quick learner with high levels of adaptability and ability to take initiative.
- Good communication skills, verbal as well as written coupled with presentation skills.
- An effective team player with planning and execution skills coupled with a systematic approach and quick adaptability

PERSONAL DETAILS

FATHER'S NAME	:	Lt. Sh. Satpal Abrol
DATE OF BIRTH	:	13 th Feb 1992
NATIONALITY	:	Indian
LANGUAGE KNOWN	:	English, Hindi & Punjabi
MARITAL STATUS	:	Married
RELIGION	:	Hindu
HOBBIES	:	Listening Music

DECLARATION

"I hereby declare that all the above information given by me are true. Complete and correct in the best of my knowledge." And they can be confirmed at any stage.

Date:

Place:

(PRINCE ABROL)