CURRICULUM VITAE

PRINCE ABROL

N-329, Raghubir Nagar

New Delhi-110027

Contact No.: - 9818733709

Email:- princeabrol1992@gmail.com



**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 RESPONSIBLITIES**

* 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 STREGTH**

* 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** **:** 13th 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)**