

## VARSHA NAMDEO

House No.876/4,Jeevandeep Colony,Next to BK Sindhi Colony, INDORE (MP) India, PIN: 452001

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A position that would give me an opportunity to use my knowledge (Tally + GST), skills and potential towards achieving organizational goals as well as that provides a platform for learning and self – improvement.

**ACADEMIC CREDENTIALS:**

* **Tally Certification Course** from **Talent Mark Academe** , Indore.
* **Bachelor** (Commerce) from Delhi University-South Campus
* **Diploma** in Fashion Designing from Khajani Women’s Polytechnic N.Delhi
* **10th & 12th from** MP Board in 1999.

**IT SKILLS Sets:**

* Operating systems MS Office
* Tally Prime from **Talent Mark Academe** , Indore

**EXECUTIVE SUMMARY**

Offering in the areas of Accounts / Tally / GST for Office Operations, and Strategic Management.

**EMPLOYMENT EXPERIENCE : Fresher.**

**SOFT SKILLS  :**

* Dedicated.

**PERSONAL INFORMATION**

* Date of Birth : 24th June, 1980
* Marital Status : Married
* References : To be furnished upon request.
* Present Salary :
* Expected Salary : As per Company

Date : Place : Signature :