

CURRICULUM VITAE

NIDHI KUMARI

ADDRESS - Mango Gour Basti,
Post Office Road, Near Radha
Krishna Mandir, East Singhbhum,
Jamshedpur, Jharkhand 831012

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CAREER OBJECTIVE

To excel in given task of the organization and to provide the resources to keep myself with the latest development in area of interest.

EDUCATIONAL DETAILS

Exam	Board/University	Year of Passing	Division
Matriculation	JAC	2014	1 st
Intermediate	JAC	2016	2 nd
Graduation	Kolhan University, Chaibasa	2019	2 nd

COMPUTER SKILLS

- Basic knowledge of Computer.

TECHNICAL QUALIFICATION

- Excellent in supervise team work.
- Good in making Tax Billing Format in Excel.
- Maintaining attendance register and files.
- Good communication skill, Eager to accept challenges.

WORKING EXPERIENCE

4 years of experience as an Accounts Executive.

Job Role:

- Preparing accounts and tax returns.
- Auditing and analyzing financial performance.
- Compiling and presenting financial and budget reports.
- Purchase and sales entries in Tally.
- Handling bills or voucher payments.
- Maintaining accounts books and keeping records.

PERSONAL PROFILE

- Name : Nidhi Kumari
- Date of Birth : 5th July, 1998
- Father's Name : Mr. Harendra Kumar Singh
- Gender : Female
- Marital Status : Unmarried
- Languages Known : English & Hindi
- Religion : Hindu
- Nationality : Indian

DECLARATION

I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge and belief.

Date:

Place: Jamshedpur

Signature: