

Roma Laheri

Romalaheri

Jamshedpur, Jharkhand

romalaheri3827@gmail.com

0903 132 5684

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Personal Details

Date of Birth: 1986-09-24

Highest Career Level: 1-2 years experience

Industry: Accounting

Total years of experience: 2

Work Experience

Computer Operator cum Office Assistant

Bravo debts recovery & services - Jamshedpur, Jharkhand

September 2011 to July 2012

Accounts Assistant

united enterprises - Jamshedpur, Jharkhand

March 2009 to June 2011

Asst. My accountant. Manage acct. In Tally& excel

Education

Bachelor's in Commerce'hons'

Women's college jamshedpur. - Jamshedpur, Jharkhand

2004 to 2007

Skills / IT Skills

- Accounting
- Tally
- Microsoft office
- Microsoft Excel
- Data entry
- Typing

Languages

- Hindi, english - Intermediate

Certifications and Licenses

Account assistant

Additional Information

Certificate course of computer application

Certificate course of ICA