

AYUSH KETAN

Address: House No. 71, D Block, Avantika
Sector-1, Rohini, New Delhi - 110085

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Career Objective:

- I am a under graduate student and I would like to enhance my Knowledge, utilize my skills and experience while working in Accounts, Finance & Banking Organisation.

Educational Qualifications:

- Matriculation (10th)

Mother Divine Public School, New Delhi

Central Board of Secondary Education (CBSE Board), 2017

- Intermediate (12th)

Mother Divine Public School,, New Delhi

Central Board of Secondary Education (CBSE Board), 2019

- Pursuing Graduation in Bachelor in Commerce Hons. (B.com H.), 3rd Year

School of Open Learning Delhi University (SOLDU)

Computer skills:

- Knowledge of MS Word, Power Point, Excel & Advance Excel, Tally with GST.
- Typing Speed – 30 to 35 words per minute.
- Knowledge of Workings on Computer.

Extracurricular activities:

- Diploma in Banking & Finance from F-TEC Rohini, Sector-3.

Strength:

- Hardworking, Punctual, Fast learner, Good Communication skills.

Work Experience:

- Accounts Assistant at RISEIN TECH PVT. LTD for 9 Months.

Certification

- Diploma in Banking & Finance (F-Tec)
- Microsoft Office Specialist in Basic Excel
- Tally ACE

Personal Details:

Nationality: Indian

Date of Birth: December 15, 2000

Place of Birth: New Delhi

Languages known: English & Hindi

Hobbies: Cricket, Gyming, Watching Inspirational Movies