

RESUME

POOJA ARYA

ADDRESS: RZ-34 OLD RAJAPURI

UTTAM NAGAR, DELHI-110059

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CARRIER OBJECTIVE

To work in a challenging and stimulating environment with opportunity to use my current experience and to enrich my knowledge and enhance my experience. To contribute towards the achievement of organizational objective by applying my professional skills.

ACADEMIC QUALIFICATION

10TH from CBSE Board.

12TH from CBSE Board.

COMPUTER DIPLOMA COURSE FROM OXFORD

B.COM from DELHI UNIVERSITY

M.COM from INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)

TECHNICAL QUALIFICATION

INTERNET KNOWLEDGE

MS OFFICE (WORD, EXCEL, POWERPOINT AND ONENOTE)

TALLY ERP 9

PHONE SKILLS (VOICE MAIL, FORWARDING, HOLD, RECORDING)

QUICK BOOKS (INVOICING, EXPENSES TRACKING, ACCOUNTS PAYABLE, CASH FLOW MANAGEMENT)

EMAIL (FILTERS, FOLDERS, MAIL MERGE)

WORK EXPERIENCE

HOTEL SHUBHAM VILAS 4 year's experience. (job)

FOOD SCOUTS 3 year's experience. (package job)

3.5 years' experience in personal accounting. (package job)

Still now i m personal accountant and accountant both.

INTEREST AND HOBBIES

Listening Music.

Learning new Things.

Meeting new challenges.

Meeting new people and Friends.

ASSETS

Adaptable to changes, Posses Leadership qualities, Dedicated, Keen to learn, Patient, attitude, Hardworking and Sincere.

PERSONAL INFORMATION

Father's Name : Mr. Rajinder Kumar

Date of Birth : 12/01/1996

Sex : female

Marital status : Single

Nationality : Indian

Language known : Hindi & English

Strength : Punctuality OR Discipline

Date: 12/07/2021

Place: NEW DELHI

POOJA ARYA