

RESUME

SHIKHA SINGH

Current Address:

2/89,THDC COLONY,
BYE PASS ROAD, RISHIKESH,
UTTARAKHAND

Mobile: +91-9557260404

E-Mail:

**SHIKHACHAUDHARY.1094@
mail.com**

Personal Data:

Date of Birth: 10-01-1994

Sex : FEMALE

Father's Name: Mr. M.P.
SINGH

Nationality : Indian

Languages : English, Hindi
Known

Hobbies : Listening to
Music,
Travelling,
& Dancing.

CAREER OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

PROFESSIONAL QUALIFICATION

- Basic Knowledge Of Computer For 6 Months .
- Tally erp 9 .
- Tally erp GST.

EDUCATIONAL QUALIFICATION

- **B.com (H.N.B.G.U)** : D.A.V (P.G.) College, Dehradun2015 (INDIA).
- **XII (C.B.S.E. Board)** : S.G.R.R. PUBLIC SCHOOL, RISHIKESH2012.
- **X (C.B.S.E.Board)** : S.G.R.R. PUBLIC SCHOOL, RISHIKESH2010.

Work Experience

Name of Firm	: COMEXCELL TECHNOLOGIES, Dehradun.
Duration of Project	: 1. 5 Year
Name of Firm	: JANALASHMI FINANCIAL SERVICES PVT. LTD
Duration of Project	: 1.2yrs Experience as an operation staff.
Name of Firm.	: Anand Ware House
Duration of Project.	: 2 year
Name of Firm	: CA Rajeev Mittal & Co.
Duration of Project	: Still working

PERSONAL STRENGTHS

- Logical and Creative Thinking
- Sincere and Dedicated Worker
- Good team Catching Power
- Self motivated
- Punctual

KEY SKILL

- Team Handing
- Easily deal banking

- MS excel / Word
- Whole Accounting

DECLARATION

I solemnly declare that the above information is true and correct to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

SHIKHA SINGH

Place : Dehradun

Signature

