**RESUME**

**Personal Details**

**Name : Shalu**

**Date Of Birth : 01-03-1998**

**Gender : Female**

**Marital Status : Unmarried**

**Address : 7/172, Geeta Colony New Delhi-110031**

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** | **Year Of Passing** | **Board** | **Percentage** |
| **10th** | **2013** | **Cbse** | **6.6%** |
| **12th** | **2015** | **Cbse** | **68.95%** |
| **Bcom Hnrs** | **2018** | **Du** | **52.84%** |

**Technical Skills**

* **Ms Office**
* **Tally**
* **Data Analysis With Ms Office**

**Key Skills**

* **Accounting**
* **Negotiating(Intermediate)**
* **Access(Intermediate)**
* **Invoice**

**Strengths**

* **Initiative**
* **Leadership**
* **Teamwork**
* **Good In Decision Making**
* **Strong work Ethic**

**Internships**

|  |  |
| --- | --- |
| **Company’s Name** | **Durations** |
| **Fankar Foundations** | **5 Months** |
| **Campus Connect** | **5 Moths** |

**Hobbies**

* **Teaching**
* **Reading**
* **Puzzles**
* **Games**

**Skills Set**

* **Strong Problem Solving Ability**
* **Quick Learner**
* **Good Communications Skills**
* **Ability To Deal With People**

**Career Objective**

**To Join A Renowned Company To Enhance My Skills And Knowlwdge And To Work For The Growth Of The Company**

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