**RESUME**

**ANJALI SINGH** CR-228,

BBA and CA-IPCC Laxmi nagar, Delhi-92

Contact-8010532974 E-mail: asanjali52@gmail.com

**OBJECTIVE**

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| To be part of a challenging business environment and contribute towards building values to the firm. |

**PROFESSIONAL QUALIFICATION**

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| * Bachelor of Business Administration ( BBA ) (Regular) from Sharda University
* Integrated Professional Competence Course (CA-IPCC)
* Pursuing CA Final
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**ACADEMCIC QUALIFICATION**

* Passed XII from ICSE Board in 2009
* Passed X from ICSE Board in 2007

**PRACTICAL EXPERIENCE**

I have compeleted 3 years articleship training recently in 2 reputed CA firms where I learnt following skills-

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| * Filing of income tax return of individual, company, trust etc
* GST compliances and its return filing
* Audit (statutory audit, tax audit, stock audit etc)
* ROC Filing
* TDS
* Book keeping (in tally and file)
* Managing the clients on my own (calling them for the document, giving informing about the filing process and filing it without disturbing my boss)
* I have good command on Tally, Excel and Genius.
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**COMPUTER SKILLS**

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| * MS-word, excel ,power point, Tally
* Completed 100 hours IT Training
* Internet browsing and all
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| **OTHER COMPETENCIES** |

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| * Have done GMCS training (General Management and communication skills Course)
* Have completed ORIENTATION programme
* Can adjust easily in new environment
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**INTERESTS**

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| * Personality Development
* Making new friends
* WORKOUT
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**Personal Details:**

Name : Anjali Singh

Father’s Name : Mr. Navin Kumar Singh

Gender : Female

Marital Status : Single

Languages known : English, Hindi.

**Declaration:**

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place: (Anjali)