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| **kiran** | **C-3/1A,Nangli Vihar Ext. Baprola, New Delhi- 43**  **9015781753**  **kirankamat247@gmail.com** |

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|  | **Objective** |

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

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|  | Education |

10th from CBSE Board | Govt.Girls Sr.Sec School Tulsi Nagar

12th from CBSE Board | R.P.V.V. Kishan Ganj

Graduate | Lakshmi Bai College, Ashok Vihar

Post-Graduation | Pursuing from IGNOU, Delhi

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|  | Experience |

**Trainer**  | **Envision Institute**

01-Sep-2017 to Present

To teach student about computer IT Tools & Accounting Software (Tally.ERP9 with online GST Return, Busy, Webtel with Income Tax & TDS Return)

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|  | **Skills** | |
| **COMPUTER PROFICIENCY**  Having 1 year Diploma in Finance & Banking  (IT Tools With Advance Excel, Tally.ERP 9 With GST, Busy, Webtel with Online Income Tax & TDS Returns) |
|  | Activities | |

* Self-confidence
* Hard Worker
* Quick Learner