**ASHU DUBEY**

**Mobile: 9839474333 E-Mail: ashudubey700@gmail.com**

**Excelling as a professional with a growth oriented and reputed organization that utilizes my expertise to the optimum possible and provides opportunities to achieve both personal and professional goals.**

**PROFESSIONAL BRIEF**

* A thorough professional with a proactive attitude, capable of thinking out of the box, generating new ideas.
* Motivated by internal standards of excellence to over achieve expectations and exceed all set goals.
* Good communication and interpersonal skills
* Flexibility and Adaptability
* Quick learner
* Creating a positive work environment

**ORGANIZATIONAL EXPERIENCE**

**Previous Organization : Paydesk.**

**Designation : Relationship Manager(Sales)**

**Duration : January 2017 to December 2017**

**Previous Organization : Mega Trends Advertising Limited.**

**Designation : Assistant Accountant**

**Duration : January 2018 to April 2019**

**Current Organization : DKashi Industries.**

**Designation : Assistant Accountant**

**Duration : April 19 to Till Date.**

JOB RESPONSIBILITIES:

* Setting up daily, weekly and monthly report
* Proven supervision skills and excellent track record of timely and accurate delivery.
* Able to work under pressure & deliver good result in professional manner, confident communication with effective listening skills.

**PROFESSIONAL & ACADEMIC QUALIFICATION**

* **10th** from Modern Academy Inter College I.C.S.E Board, Lucknow in 2011
* **12th** from Modern Academy Inter College I.S.C. Board, Lucknow in 2013
* **Bcom** from Eram Girls Degree College, Lucknow University in 2016

**EXTRA CURRICULAR ACTIVITIES**

* Participated in various extra-curricular activities held at school and college.
* Won various competition like collage making, dancing, etc. at school and college.

**Computer Proficiency:**

* Tally 6 month course from Pramila computers.
* Diploma in computers(DCA).
* 3 months diploma course in English/ Hindi typing.
* Diploma in Course on computer concept (CCC) from DOECC.
* Currently perusing O level from UPTEC.

**TECHNICAL PROFILE**

* **Softwares :** Tally
* **Computer language :** Microsoft word, Excel, Power point

**PERSONAL DETAILS**

Father’s Name : Mr.Rakesh Kumar Dubey

Date of Birth : 27 April 1995

Gender : Female

Marital Status : Single

Nationality : Indian

Local Address : 1/723, Vishal khand gomti nagar lucknow..

**DECLARATION**

I hereby declare that the above -mentioned information is true to the best of my knowledge and I beat the responsibility for the correctness of the above mentioned particular .

**Date: 15/06/2020**

**Place: Lucknow ASHU DUBEY**