

# **CURRICULUM-VITAE**

## **ANJALI KAINтура**

F-360 AYA NAGAR Phase-6

New Delhi- 110047

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### **CAREER OBJECTIVE:**

To pursue a highly challenging and creative career in a dynamic, growth oriented organization where performance is awarded, and I can apply my existing knowledge and creativity, acquire new skills and serve my best to the organization.

### **EDUCATIONAL QUALIFICATION:**

<b>Class</b>	<b>Board/University</b>	<b>Year</b>	<b>Percentage</b>
10 <sup>th</sup>	C.B.S.E Board	2012	7.4(CGPA)
12 <sup>th</sup>	C.B.S.E Board	2014	82.5%
Bcom	Delhi University	2017	53%

### **PROFESSIONAL QUALIFICATION:**

- Done O level Course from DOEACC.
- Pursuing MBA from Ignou.

### **TECHNICAL QUALIFICATION:**

- Good knowledge of MS-OFFICE, MS- EXCEL(vlookup ,pivot table, conditional formatting etc).
- Typing Speed 30 WPM
- Google Drive Knowledge

### **WORKING EXPERIENCE:**

- Worked with M D Gujrati & co.(CA Firm)
- Worked as an Accounts Executive (Target Business Management Services Private Limited) from Nov'17 to Jul'
- Working as an Accounts Associate With Bunch Microtechnologies Private Limited from Jul'20 to Till

## **AREAS OF STRENGTH:**

- Bank Reconciliation
- Invoice Processing
- MIS and SOP Reporting
- TDS return filing and GSTR-3B return filing.
- MS office
- Book keeping
- Good Communication & Analytical Skills.
- Good mental Toughness
- Ability to work both independently and as a Team Player.
- Fast learner

## **PERSONAL DETAILS:**

Father's Name : Mr. Kirpal Singh  
Date of Birth : 31<sup>st</sup> July 1996  
Nationality : Indian  
Marital Status : Single  
Language Known : Hindi & English  
Religion : Hindu  
Sex : Female

Date :

Place :

(ANJALI KAINтура)