***CURRICULUM VITAE***

***PRERNA ASHOK***

*Email:prernaashok235@gmail.com*

*Mobile: 7643970500*

**CAREER** **OBJECTIVE**:

Seeking to obtain a position in an organization that would throw challenges on me and to drive me to work with greater amount of grit and determination.

**INTEREST SKILLS**

* Excellent knowledge in Internet and other browsers.
* Remain calm and focused throughout the work.
* With strong skills of well versed applications of internet.
* Hardworking and fast learner.
* Willing to extend knowledge.

**SKILLS SETS:-**

* Well versed with applications such as **MS** **word**, **MS** **Excel**, **Power** **Point**
* Well versed in using internet technology.
* Good communication skill.
* Good hands in Tally-ERP 9.0

**EXPERIENCE**

1. **Organization : UTS INFRATEL PVT.LTD.**

**Designation : Data Entry Operator**

**Tenure** : February 2017 to September 2017

 ***Roles & Responsibilities:***

* Making the entry of assigned work along with the correction of data.
* Checking the entered data of other worker for re correction.
* Informing to the higher authorities about the work progress.
1. **Organization : Virtuetech India Pvt.Ltd.**

**Designation : Computer Operator**

**Tenure** : February 2018 to September 2019

 ***Roles & Responsibilities:***

* Making online ads for the organization.
* Posting of ads on to the social sites and job sites.
* Assigning the assignment to the students who need it.
* Receiving of the completed assignment.
* Contacting students who apply for the assignment.
1. **Organization : Sitaram & Sons Jewellers Pvt.Ltd.**

**Designation : ComputerAccountant**

**Tenure** : December 2017 to February 2018

 ***Roles & Responsibilities***

* Making purchase bill and entering in tally.
* Making sale bill and entering in tally.
* Checking the monthly purchase and sale register.

**EDUCATION CREDENTIALS**

 **Bachelor in COMMERCE 60% 2016**

 Ranchi University, Ranchi

 Coursework in Accounts Honors

 **Intermediate** **in** **Commerce (12th) 60% 2013**

 Jharkhand Academic Council

 Coursework in Commerce

 **Secondary** **Education (10th) CGPA: 6.2 2011**

 D.A.V.Kapildev Public School

**Hobbies & Interests**

* Traveling
* Socializing
* Playing Cricket

**Personal Profile:**

Father’s Name : ASHOK KUMAR SINHA

Permanent Address : 208 OLD A.G.COLONY, KADRU, RANCHI, JHARKHAND

DOB : 23rd DECEMBER 1994

GENDER : FEMALE

Nationality : INDIAN

**Declaration**:

I hereby declare that all the information provided above is true of my knowledge.

Date: Prerna Ashok