**CURRICULUM VITAE**

***KASHISH DUA*** H. NO 797/24, NetaJi Nagar,

 Near Old ITI, Rohtak

Mobile No.08708462277

E-mail:-Karandua070@gmail.com

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| **Objective** |

Looking for an entry into global, highly professional organization and competitive environment, where I can use my knowledge base as well as personal attributes to achieve the organizational goals and carve a place in my field of application.

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| **Educational Qualification** |

* 10thfrom CBSE.
* 12thfromCBSE.
* Graduation (B.COM) from M D University, Rohtak.
* MBA in Finance & HR from M D University, Rohtak.

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| **Computer Proficiency** |

* Knowledge of M.S. Office.
* Knowledge of Internet &Ecommerce.

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| **Skills** |

* Microsoft office, Busy, Tally, Accounting, Data Entry, Cash handling, Communication, Leadership, Creativitiy, Handling Pressure.

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| **Experience** |

* 3year experience as ***Accounts clerk*** in ***Model Schoo l***, Ambedkar Chowk, Rohtak
* 1 year experience as ***Accounts Executive*** in ***MskJv.Pvt. Ltd.,*** Atela, Charkhi Dadri
* ***Six Months Costumer Relationship officer***at *DRDA* Agency, Rohtak

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| **Assets & Strength** |

* ****Dedicated &Determined to assigned work.
* Quick learner, adaptive & co-operative.
* Believe in to do work done with others.

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| **Extra Curricular Activities** |

* Participate in ***Drama Contest*** organized by Sh. L N Hindu College, Rohtak
* Participate in ***N.S.S CAMP* o**rganized by Sh. L N Hindu College, Rohtak
* Participate in ***IMSAR DAY*** organized by M.D University, Rohtak
* Participate in Yoga DAY & Cyclone Marathon Organized in 2019

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| **Personal Information** |

* Father Name :Lt. Sh. Jogender Kumar
* Date of Birth : 28 September, 1994
* Gender : Male
* Marital Status : Single
* Nationality : Indian
* Languages Known : English &Hindi

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| **Hobbies** |

* Net surfing, Playing Music, Walking, Writing, Learning, etc.

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| **Declaration** |

   I hereby declare that the information furnished above is true to the best of my knowledge.

 **Date:**        (KashishDua)