

ASHU TANEJA**Personal Details**

Present Address	H NO 562, NANAK NAGRI, ST NO 1, TEHSIL ABOHAR, DIST- FAZILKA, 152116	Father name	SH. KANSHI RAM TANEJA
		Contact No.	99886-55487
Marital Status	Unmarried	Languages Known	English, Hindi & Punjabi
Correspondence Address	H NO 562, NANAK NAGRI, ST NO 1, TEHSIL ABOHAR, DIST- FAZILKA, 152116	Date of Birth	13-03-1989
		Nationality	Indian
		Sex	Male

Career Objective

To achieve success in any task I undertake making full use of my personal and professional capabilities thereby benefitting the organization I work with. To achieve the goals while working in an esteemed organization, and to provide my efforts and abilities to the organization.

***Academic Credentials:***

- *10th from Punjab School Education Board Mohali in 2004.*
- *12th from Punjab School Education Board Mohali in 2006.*
- *B.A from PUNJAB UNIVERSITY Chandigarh in 2009.*

WORK EXPERIENCE

□ At present working as a Executive 1 in Shri Ram City Union Finance Ltd.

In Credit Department from 1-july-2015 to till Date.

Job Responsibilities:-

- File Punching in Uno**
- TVR**
- MAINTAIN FI DATA IN EXCEL**
- RC Punching in Uno**
- Help in Files Dispatching**

Computer Skills:

- Basic Knowledge of Computer.**

Strengths:

- Good Communication Skill**
- Self-Confident & Co-operative**
- Passion for Work**

□ Hobbies:

- Listening Music.**
- Reading News Paper.**

□ Declaration:-

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:-

Date:-

Ashu Taneja

□