

CHANDANI KUMARI

225, Street No. 24, Block-B, Anandpur Dham, Karala, Delhi-110081

9873514697 | chandanikumari1006@gmail.com

Objective

To work in an organization with my best ability and efforts for organizational as My growth

Experience

- Shitla Papers Pvt Ltd**
Sep-2022 - Present
Receptionist Cum Admin Cum Store Incharge

Education

Course / Degree	School / University	Grade / Score	Year
10th	Central Board of Secondary Education	70%	2015-2016
12th (Commerce Stream)	Central Board of Secondary Education	68%	2017-2018
Bachelor of Commerce	SOL - Delhi University	67%	2018-2021

Skills

- Knowledge of Tally
- Knowledge of MS Office (Excel, Word, Power Point)
- Advance Excel (Vlookup, Hlookup)

Achievements & Awards

- School level 3rd price in Yoga

Languages

- Hindi
- English

Interests

- Reading Books and Newspaper

Personal Details

- Date of Birth : 10/06/2000
- Marital Status : Unmarried
- Nationality : Indian
- Religion : Hindu
- Gender : Female
- Father's name : Moti Lal

Declaration

- I hereby solemnly affirm that the particulars furnished above are true to the best of my knowledge.