

# CURRICULUM VITAE

AANCHAL VERMA

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ADDRESS : Meet Nagar Shahdara Delhi 110094

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## **OBJECTIVE**

I am willing to work in a challenging and dynamic environment where my knowledge, abilities and smart work can be best utilized in addition to offering me a strong foundation for learning and personal growth.

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## **CORE COMPETENCIES**

- ⇒ Direct Taxes and Indirect Taxes like Income Tax, Goods & Service Tax and Vat.
- ⇒ Business Laws like ROC.
- ⇒ Working in Computer Environment.
- ⇒ Financial Reporting with uses of office tools like excel, word, power point presentation.

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## **EXPERIENCE DETAILS-FRESHER**

Currently working with **HDFC Pvt. Ltd.** as an **Financial Consultant** since Jan 2024

I had worked with **Inter College** as a **Accountant** since April 2022

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## **PROFESSIONAL QUALIFICATION**

- ⇒ **12 Month Master Diploma** in Computer Information and System Management (**Microsoft Office, Web Designing, Tally, Programming and Hardware**) from **Web Net Info Tech** Bachhrayun.
- ⇒ Completed Course of **Introduction to GST** from **Saraswati Accounts**.

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## **EDUCATIONAL QUALIFICATION**

- ⇒ Pursuing M.Com (4<sup>st</sup> Semester) in Financial Accounting and Management from MJP Rohilkhand University Bareilly.
- ⇒ B.Com (Program) from MJP Rohilkhand University Bareilly.
- ⇒ 12<sup>th</sup> from UP Board, in Year 2019.
- ⇒ 10<sup>th</sup> from UP Board, in Year 2017.

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## **SKILL AND COMPETANCIES**

- **Communication Skills** : **Can read, write & speak** - Hindi & English
- **Computer Skills** : MS-Office, Tally-9, Busy Internet, Power Point, Window XP Vista, Window 7, Window 8, Windows 10
- **Soft Skills** : Presentation Skills, Leadership Skills  
Team Management Skills,

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**STRENGTHS**

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- Smart Worker
- Quick Learning abilities & Positive attitude
- Sound & Updated knowledge
- Time Management skills

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**PERSONAL DETAILS**

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Father's name : Mr. Manoj Kumar Verma  
Date of Birth : 20<sup>th</sup> July, 2002  
Gender : Female  
Nationality : Indian  
Marital Status : Unmarried  
Hobbies : Cooking, Reading, Listening Music

Date: -

Place:- Delhi

**(Aanchal Verma)**