





TANNU KUMARI

A highly motivated individual who like challenges and committed to work. I am creative, solution oriented individual who thrives on challenging situations. Other personal strength includes good communication skills and positive attitude. Seeking a challenging position where I can utilize my skills and experience for organization benefits.

CONTACT

-  Tughlakabad Extention
-  8377084563
-  chauhantannu123by@gmail.com

STRENGTHS

- Management and coordination skills.
- Active learning
- Time management.
- Self motivated.

KEY SKILLS

- Good written and verbal communication skills
- Knowledge of accounting software like Tally.
- Knowledge of MS Excel and Word.

EDUCATION

2017
10th
SKV Kalkaji, CBSE Board

2019
12th
SKV Kalkaji, CBSE Board

2022
B.com
PGDAV College, DU

Pursuing
Masters of Business
Administration in Finance

PERSONAL DETAILS

Date of Birth

24th August 2001

Nationality

Indian

Martial Status

Unmarried

Father's name

Dharmveer singh

Gender

Female

HOBBIES

- Reading novel
- Dancing
- Travelling

LANGUAGE

English

Hindi

EXPERIENCE

6 Month Experience Of Working In a CA Firm

- Working in tally prime.
- Making bills and managing data.
- Basic knowledge of GST and MCA
- Recording sales and purchase

Currently Working In ILH Tours Pvt Ltd as a Accountant Exicutive

- Assist in the preparation and Maintainance of Financial Record and Reports.
- Handle daily accounting such as data entry, processing Invoices, journal entries, sale entries , purchase entries.
- Bank Reconciliation
- Handle petty cash