



Contact

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Permanent Address

Barigora Bank Road

Near garmin Bank

po-Rahargora

East Singhbhum

Jsr-16, Jharkhand

Current Address

House no 743, Nathupur

Phase 3, Cyber City

Pin: 122002

Gurgaon, Haryana

Language

English

Hindi

RESUME

KAJAL KUMARI

CARRIER OBJECTIVE

To obtain a challenging position that gives me ample opportunities to learn and grow professionally by pioneering and formulating innovative solutions to the hardships of life so that I can make a difference in the environment where I work.

EDUCATION

1. X from JAC board (Jharkhand) in 2016 with 67 percentage.
2. XII in Commerce stream from JAC board (Jharkhand) in 2018 with 65Percentage.
3. Graduation from Kolhan University (B.com, Accounts) in 2021 with 70.5 Percentage.

SKILLS

1. Tally Prime,GST , Payroll,Bank Transfer, ESI ,EPFO, Salary details, Attendance etc
2. Ms Office, Ms Word, Ms Excel, and Ms PowerPoint
3. Internet, HTML

EXPERIENCE

1. Worked at Aviaxpert as front desk excutive for 1.5 years.

BASIC DETAILS

Father's Name: Dharmendra Singh

Mother's Name: Chandrakanti Devi

Gender: Female

Marital status: Single

Nationality: Indian

Date of Birth: 23rd Dec 2000

I hereby declare that the information given above is true to the best of my knowledge and belief.

KAJAL KUMARI