

RESUME

Himanshu Sachdeva

House no 466 Sanjay

Enclave LIG FLAT

Jahangir Puri North

Delhi 110033

Mobile No. +91 9319403461

Email himanshusachdeva465@gmail.com

CAREER OBJECTIVE

To give my hundred percent of performance while working in an organization which has the ability to enhance my potential skills and talents.

ACADEMIC QUALIFICATIONS

Course	School/college	Passing Year
B.COM	Manav Bharti University, Solan	2015 - 2018
12th	Guru Tegh Bahadur public school, Delhi (CBSE)	2013 - 2014
10th	Guru Tegh Bahadur public school, Delhi (CBSE)	2011 - 2012

EXPERIENCE

- 3 months experience. Gseven tally as a customer support

STRENGTH

- Dedication towards work.
- Able to maintain working relationships.
- Multi-tasking.
- Adaptable (work in changing environment).
- Ability to take right decision under pressure.
- Well Organized

Personal Appraisal

- Self-motivated with good communication skills
- Punctual and able to adapt to different environments and system

- Diligent, trust worthy, flexible has a good analytical skill

Professional Skills

- Excel
- V Lookup
- H lookup
- Tally ERP 9
- Word
- PowerPoint

Personal Deatils

Father Name : Ashok Sachdeva
DOB : 30 Jun 1996
Marital Status : Unmarried
Nationality : Indian
Gender : Male
Language : Hindi & English

Date

Place.....

[Himanshu]