

ABISHEK MEHRA

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VPO.SARTI, TEH. DHAR KALAN, DISTRICT PATHANKOT, (PB), PIN. (145022)

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<https://twitter.com/Abhishe92159419?s=09>

Skills

Work under pressure

Ms Excel

Marketing

Interests

Travelling

Cricket

Learning new skills

Languages

English

Hindi

Punjabi

Personal Details

Date of Birth : 18/12/1998

Marital Status : Single

Nationality : India

Objective

To gain new experience and utilizes my interpersonal skills to achieve this goal.

Experience

- Peacock solar** *01 June 2021 - 31 July 2021*
 - BUSINESS DEVELOPMENT INTERSHIP
 - Marketing skill
 - 25-30 call daily
 - Built relationship with costumers
- BTC DAV College Banikhet (Dalhousie)** *02/03/2022 - Till date*
 - Accounts clerk
 - PF handling.
 - Salary bills prepare.
 - Audit.
 - ITR .
 - DAV CMC Reconciliation.
 - Advice.
 - Ledger & cashbook manage
 - Bank reconciliation.

Education

- Govt. (Boys') Sen. Sec. School, Nagrota Bagwan** *2015*
 - High school education
 - 58.4%
- Himachal Pradesh University Shimla (HP)** *2016-2019*
 - Bachelor of commerce
 - 57%
- Sarswati college of management** *2021-2022*
 - Computer diploma
 - A

Soft Skills

- Interpersonal skills
- Time management
- Communication
- Knowledge of products

- - Knowledge of regional languages
 - Punjabi
 - Himachali
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✓ **Declaration**

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