

# CURRICULUM VITAE

## **KAVISH**

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**Mobile No:** +91- 8295431281, 8168790466

#1312/4, Near Civil Hospital,

Prem Nagar, Narwana,

Distt: Jind. (Haryana)



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## **CAREER OBJECTIVE**

- I want to pursue my carrier as professional and apply my knowledge to the best of my ability. I wish to grow personally and professionally along with the corporate ladder with hard work discipline and commitments.

## **ACADEMIC QUALIFICATION**

- **Matriculation** From H.B.S.E., Bhiwani with 85.80% in 2011.
- **Intermediate in Science** From H.B.S.E., Bhiwani with 77.80% in 2013.
- **Bachelor of Commerce** from Dr. Bhimrao Ambedkar University, formerly Agra University with 71% in June 2017.

## **PROFESSIONAL QUALIFICATION**

- **One Year Diploma in Computer Application from Rastriya Sarv Shiksha Abhiyan.**
- 1. Fundamentals of computer, MS OFFICE, INTERNET.
- 2. Computer programming (HTML, DHTML, C, C++).

## **TALLY ERP-09**

- 1 Preparing **Balance sheet** in **Sale Account** and **Trading & Profit and & Loss Account**.
- 2 Preparing **TDS Return** in Telly ERP-09 as per norms.
- 3 Preparing **GST** in Telly ERP-09 as per norms.

## **STRENGTH**

- ABILITY TO MANAGE STRESS, TIME AND PEOPLE EFFECTIVELY.
- POSITIVE ATTITUDE, TEAM PERSON AND I HAVE LEADERSHIP QUALITY.
- ABILITY TO WORK WITH TEAM.

## **SOFT SKILLS**

- ABILITY TO GRASP AND LEARN NEW TECHNOLOGY QUICKLY & ACCURATELY.
- VERY ENTHUSIASTIC AND HIGHLY MOTIVATED WITH A POSITIVE ATTITUDE.
- FLEXIBILITY & ADAPTABILITY.

## **HOBBIES**

- LISTENING MUSIC & WATCHING CRICKET.
- INTERACTING WITH PEOPLE.
- READING BOOKS & NEWSPAPER.

## **LANGUAGES KNOWN**

- HINDI
- ENGLISH

## **PERSONAL DETAILS**

Father's Name	:	Sh. Anurag Verma
Marital Status	:	Single
Nationality	:	Indian
Sex	:	Male

## **DECLARATION**

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

**Place:**

**Date:**

**(KAVISH)**