**CURRICULUM VITAE**

**ANJU BALA**

**Address:- Gurgaon , HR.**

**Mob. No. : +91-9319426222**

**Email Id: anjal1vsh801@gmail.com**

**Career objective:-**

To be a part of a Responsible organization with good working environment and opportunity for full expose of abilities and job satisfaction for self while achieving the organization goals.

**WORK Experience :-**

* **Organization Name : SEAFARERS SHIPPING SERVICES , GURGAON**
* **Designation :** OFFICE COORDINATOR
* **Duration** **:** April 2016 to Feb 2017
* **Organization Name : SHIVSHAKTI SCAFFOLDIN PVT. LTD**
* **Designation :** ACCOUNTANT CUM AUDITOR
* **Duration :** April2017 to TILL DATE

**job responsiblities:-**

* Handling incoming – outgoing couriers.
* Coordinate between employees and the top management.
* Stock, cash bank , issue / received material Audit.
* Bank , sale , purchase , exp posting in tally .
* Calculating and checking to make sure payments, amounts and records are correct.
* Attend incoming outgoing calls .
* Also knowledge of GST& Tds.

**Educational qualification :-**

* M.Com from **IGNOU, Delhi.**
* B.Com from **Jammu University.**

**additional qualification:-**

**cic done through ignou**

**accounts audit training from qrg hospital faridabad.**

**COMPUTER SKILL:-**

* Basic knowledge of Computer Application.
* MS Office (Word, Excel) , Internet & E-mail.
* Hire software , tally .

**STrENGTH :-**

* Positive Attitude
* Strong Willingness to learn new skills & abilities
* Good Communication Skill
* Punctuality

**Hobbies :-**

* Reading Books
* Internet Surfing

**Personal Details :-**

Father’s Name :- Sh. Tej Ram Choudhary

Date of Birth :- 20.11.1989

Gender :- Female

Marital Status :- Unmarried

Nationality :- Indian

Language Known :- Hindi, English& Punjabi .

**DECLARATION:-**

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

Date :-

Place:- **(Anju Bala)**