**Sanjana Bansal**

Mobile: 8826587870

DOB: 31st May 1993

Email: sana.bnsl93@gmail.com

Objective

To pursue a challenging career and use all my skills and capabilities and enhance my knowledge to obtain a stable position and to contribute in the overall growth of the organization.

Academic Achievements

* Passed Intermediate (IPC) Group -1,Nov 17
* Passed common proficiency test ( CPT), June 2012
* Graduated from Delhi University,2016
* 12th standard from CBSE , 2011
* 10th standard from CBSE , 2009

Strength

* Confident
* Positive Attitude
* Passion towards work

Professional Experience

* Worked as Accounts Trainee at Deepak Associates for 1 year.
* Worked as a Accounts Trainee in P.G. Chawla and Company for 6 Months.
* Assisted in Finalization of Accounts.
* Having knowledge of Bank, Service Tax and TDS reconciliation.
* Knowledge of Service Tax, Income Tax and TDS returns.
* Experience in Day to Day Accounting.

Technical Qualification

* Basic Knowledge of computer.
* Tally 9 and Tally ERP 9
* MS Word, MS Excel

Personal Details:

Father’s Name : Suresh Kumar Bansal

DOB : 31st May 1993

Permanent Address : L-23 Mahindra Park, Street no-25, Near Azadpur Delhi-110033

Marital Status : Single

Nationality : Indian

Declaration :

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

 Sanjana Bansal

Date: January 31, 2018

Place: New Delhi