Arshi

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Summary

Looking For an entry into a world Class highly Professional organization with Challenging and Competitive environment where I can use may knowledge base Well as personal attributes to achieve the organization goals.

I solemnly declare that all the above information is true to the best of any
Knowledge and belief. May I kindly request you to give me a chance to serve under your kind control. If you give me a chance. I assure you that I will give complete satisfaction to the controlling officers.

Experience

Office Manager
ICS Coching Center
Aug 2020 - Apr 2021 (9 months)
9 Month's Experience Of ICS Coching Center As a Office Manager In Muzaffarnagar.

Computer Teacher
IT Computer Education
Apr 2018 - Mar 2019 (1 year)
1 Year experience of As a Computer Teacher Trainer and Lab Management In IT Computer Education In Muzaffarnagar (Uttar Pradesh) .

Accountant
Advocate
Apr 2022 - Present (1 year 8 months)
18 Months Experience of Accountant work in Muzaffarnagar In Gst tax Advocate

Education

Swami Vivekananda Subharti University, Meerut
BCA, Computer Science
Dec 2017 - Present

Licenses & Certifications

HTML Front End Development - Great Learning

Personality Developement - https://itce.org.in/
063111402

Advance Diploma In Information Technology - https://itce.org.in/

063111402

Skills

Advance Diploma In Information Technology • Accounting • Account Management • Personality Development • Tally ERP • HTML • Networking • Microsoft Office • Disk Management

Honors & Awards

Plus, Point

Confident & energetic Good Understanding & learning ability.
Punctual, Sincere, Smart working & interested in learning more.
Good Communication Skills, Hardworking, Team Work.