

Kalpana Thakur

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7774838209

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilise my skills, while making a significant contribution to the success of the company.

SKILLS

- * Willingness to learn
- * Self- management
- * Teamwork
- * Time Management
- * Effective communication.
- * Positive attitude

EXPERIENCE

Oct-2019 - Till Today

Junior Accountant

Nagpur Traders

My duties include posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, making invoice, properly arrange all documents, Stock Audit, help senior accounting team , and preparing financial reports.

EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
M.com	L.A.D College	RTMNU	71.63 %	2021
B.com	L.A.D College	RTMNU	66 %	2019
HSC	Adarsh Vidya Mandir	Maharashtra Board	88 %	2016
SSC	J.R.K High School	Maharashtra Board	70.20 %	2014

ACHIEVEMENTS

Other Qualifications

* ADCS + 18

(MS - Office, Tally ERP9, Photoshop etc.)

* Selling Skills Course from ICICI Academy

* Investor Fair conducted by NSE

AREAS OF INTERESTS

- * To Learn new things
- * Cooking

PERSONAL DETAILS

Address	Old Kamptee road, Kalmana Basti Nagpur, Maharashtra, 440026
Date of Birth	05.01.1999
Gender	Female
Nationality	Indian
Marital Status	Single
Languages Known	English, Hindi and Marathi

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