

RESUME

SHAHIL

Doon vihar jakhan rajpur road

Dehradun Uttarakhand

Mobile : 6396554099

Email : sahilchandra1222@gmail.com

CAREER OBJECTIVE

Seeking a position in dynamic organization when I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

PERSONAL DATA

Date of birth : 10 Sep 2005

Place of birth : Village – kandai, chakisain pauri garhwal

Father name : Mr. Harish Chandra

Mother name : Mrs. Bijotma devi

Religion : Hindu

Sex : Male

Civil status : Single

Language : English, Hindi

WORK EXPERIENCE

1 year in Banking sector as a “Team leader”
(My Money Mantra, corporate agency)

1 year in retail Business as a “Brand promoter”
(Hamelys, skillmatics, House of Candy)

EDUCATION QUALIFICATION

High schooling in saraswati vidhya mandir
chakisain pauri garhwal in 2020

Intermediate in Govt inter collage chakisain
pauri garhwal in 2022

Graduation in Govt pg collage thalisain
currently pursuing.

PROFESIONAL COURSES

DCA (Diploma in computer application)

FA (Financial Accounting)

HOBBIES

{ playing cricket , listing music }

Strength

{ Positive attitude , Self-Motivated, Honest person }

SKILLS

1. Complete voucher, Tax invoice Debit notes and credit notes making work in tally prime release 4 along with time to time reconciliation.

2. Record keeping of banking transaction using bank statements in tally prime release 4 payroll in tally prime.

Fundamentals of Computer	Customer Handling
MS Excel , Tax Processer	Team leading ability
Tally prime with GST & income tax	Customer relationship
Telemarketing	Inventory management