

CURRICULUM VITAE

ANUBHAV HALWAI

NEAR JAISTABH CHOWK REWA ROAD SHAHDOL

BESIDE AT A.D.G. OFFICE SHAHDOL (484001)

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Carreer Objective:-

To baton position in a success – oriented organization that seeks an ambitious in career conscious person, where my acquired skill will be utilized toword continued growth and advancement both professionally and personally.

SNAPSHOT:-

- A qualified Graduate in B.COM energetic, innovative and sincere.
- Quick learner with strong organization and execution capabilities.
- Efficiently prioritize & complete multiple tasks within given schedule.
- A strong player and can easily adjust to kind of environment.

Academic & Professional Qualification:-

- Pursuing M.COM From Pandit Sambhunath Shukla University Shahdol (M.P.)
- B.COM graduation from Pandit Sambhunath Shukla University Shahdol with 68.00% .
- Higher Secondary School Examination from M.P. Board, Bhopal with 83.00%
- Matriculations from M.P. Board, Bhopal with 62.00%

Technical Skills:-

- Familiar with various Microsoft Software's. Such as Microsoft Windows 98, Xp, Vista, Windows 7, 8,10,11 Microsoft Office Packages 2003, 2007 ,2008 ,2010,2013,2016,2019 internet ,Hindi and English typing.
- Can operate Internet as well as various Internet Tools, networking,.
- Familiar with Tally & GST work

Experience:-

- Currently I am working as a Accountant And GST Work in Tally And GST Portal.

Extra Curriculum Activities:-

- Hard Working Punctual and Honest.

Personal Profile:-

Father's Name	:	Mr Vishwash Kumar Halwai
Mother's Name	:	Ms. Dimpal Halwai
Date of Birth	:	22 th Dec. 2001
Gender	:	Male
Marital Status	:	Unmarried
Strength	:	Positive attitude and self confidence
Language Known	:	English, Hindi.

Hobbies

- Learning and viewing unusual facts.
- Watching horror movies.
- Listening Music
- Interacting with people
- Travelling

Declaration

- I hereby declare that the information furnished above is true to the best of my knowledge if you find my resume to your expectations. I would surely expect a position for myself in your organization.

- Place : Madhya Pradesh
- Date : / /20

Signature
ANUBHAV HALWAI