

RESUME

Mr. Praduman Sharma

Parmanent Address :

Mr. Praduman Sharma S/o Sh. Jiwan Kumar

Ward No.02 , Bhikhi

Tehsil & Distt.Mansa.(Punjab).

PIN CODE :151504

Contact no: +91-96462-49788

E-mail : pradumanattary@gmail.com

Educational Qualifications:-

Class	Board/ University	Obtained Markes	Percentage	Year
10 th	P.S.E.B. Mohali	532/650	81.84%	2014
12 th	P.S.E.B. Mohali	361/450	80.22%	2016

B.Com (Honors)	Pbi. Uni. Patiala	2268/3400	66.70%	2019
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PGDCA	Pbi. Uni. Patiala	Result Awaited
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SKILL SET:-

- ❖ **Knowledge of Tally ERP 9 .**
- ❖ **Knowledge of Marg ERP 9.**
- ❖ **Knowledge of GST.**
- ❖ **Knowledge of English Typing, Speed (25wpm).**
- ❖ **Knowledge of Basic Computer and MS-Word, MS-Excel.**

Experience:-

- 6 weeks Training regarding Auditing, verification of Accounts, Income Tax/sale tax Returns Under Chartered Accountant.
- 1 year Part time Experience in accounts under Private Accountant.
- 1 year Part time Experience as accountant at Medical Shop BHIKHI.

Personal Information:-

Name	:	Praduman Sharma
Father's Name	:	Sh. Jiwan Kumar
Mother`s Name	:	Smt. Darshana Devi
Date of Birth	:	15/11/1998
Gender	:	Male
Marital status	:	Single
Nationality	:	Indian

My STRONG FACE

- Self Motivated
- Ambitious
- Creative
- Dedicated for Work

HOBBIES

- Reading Books
- Social Work

LANGUAGES KNOWN

- Punjabi (Read,Write & Speak)
- English (Read,Write & Speak)
- Hindi (Read,Write & Speak)

Strengths:-

Communication skill, power of Analyzing and comparing things ability to handle People with lot of patience.

Date:-**Place: Bhikhi****Signature
Praduman Sharma**