**RESUME**

fix a scanned passport size photograph in proper forl dressing

**Dikta kumari**

Permanent Address: kargali bazzar near sbi , bremo , bokaro, jharkhand

Present Address : edalhatu, morabadi, ranchi, jharkhand

Contact: +91-7004997503

E-mail: dikitakumari@gmail.com

**OBJECTIVE**

Professionally assist the organisation in achieving their goals and long term success, with upgrading my knowledge and enhancing skill and to keep adding values to myself and to the organisation in the field of Finance in any industry

**Career Objective:**

Professionally assist the organisation in achieving their goals and long term success, with upgrading my knowledge and enhancing skill and to keep adding values to myself and to the organisation to which I will serve.

**Highlights**

* Very fast learner and true professional, one who is results driven, team orientated, focused and adaptable
* Dynamic, high energy, multi-skilled achiever well suited to challenging and innovative areas of responsibility
* Good organisational skills developed in a variety of deadline orientated situations
* Get on well with people at all levels, easily making good working relationships
* Have good presentation skills combining sound analytical research and clear verbal explanation
* Seek out new responsibilities irrespective of reward and recognition

 Strive for quality in everything I do.

 EDUCATIONAL CREDENTIALS

|  |  |  |  |
| --- | --- | --- | --- |
| Examinations  | Institution | Year | Percentage |
| B.Com (Hons.) | KB college bermo bokaro |  2016 |  53.00% |
| JAC (10+2) | JSM college bermo bokaro | 2013 |  63.00% |
| C.B.S.E (10) | Kasturba shree vidya niketan ( dhori) | 2011 |  70.00% |

**TECHNICAL PROFICIENCY:**

* Windows 07/XP/Win8,
* Computer Basic(MS EXCEL, PowerPoint)
* Internet Applications.
* Knowledge in Accounting

**Hobbies & Interest:**

* Listening Bollywood Music
* Watching comedy movie

**PERSONAL DETAILS**

* Date of Birth : 22 march 1996
* Father’s Name : promod kumar
* Marital status : Unmarried
* Languages Known : English & Hindi

**DECLARATION**

I, hereby, declare that all the statement made here and the information furnished the best of my knowledge and belief.

**Place -** ranchi

**Date** - (Signature)