**Curriculum vitae**

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|  **SMRITI DEWAN****E-mail :** smritidewan15@gmail.com**MOBILE :**+91-9643481629**D.O.B :**15th October ,1994PERMANENT ADDRESS:House No. 53, Pocket B-5, Vivekanand Apartments, Sector-8, Rohini, New Delhi-85**Nationality:**Indian**MARITAL STATUS :** Single**LANGUAGES KNOWN :** **Written:**English, Hindi **Spoken:**English, Hindi, Punjabi**COMPUTER PROFICIENCY :*** Basic and Internet
* MS office
* Tally-ERP 9.0

 **HOBBIES:**Listening music, Dancing, Reading, Interacting with new people, watching movies, learning new things. | **CAREER OBJECTIVE**To integrate and utilize the knowledge and experience gained for the benefit of organization in achieving organizational objectives.**FUNCTIONAL AND MANAGERIAL SKILLS*** Assertive
* Good Communicator.
* Good Writing Skills
* Self-Motivated
* Quick learner can grasp and apply new procedures, techniques quickly.
* A good team member with excellent management skills.

**EDUCATION*** High school from CBSE Board in 2012 with 77%
* Intermediate from CBSE Board in 2010 with 80%
* Cleared CPT with 121 marks
* Completed ITT from ICAI
* Appeared in B.Com final year exam from Delhi University.

I hereby declare that all the above information provided is true to my knowledge.**DATE: 16/07/2015 Smriti Dewan****PLACE: New Delhi** |
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