**Curriculum vitae**

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| **SMRITI DEWAN**  **E-mail :**  smritidewan15@gmail.com  **MOBILE :**  +91-9643481629  **D.O.B :**  15th October ,1994 PERMANENT 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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