

## CURRICULUM VITAE

### **REENA KAKKAR**

264/3, Shastri Nagar,  
Meerut – 250004 (U.P.)  
Mobile No. : 09012195399  
E-mail:- adv.reenakakkar@gmail.com

### **CAREER OBJECTIVE**

- ❖ To sound communication skills and dynamic personality, enjoying working in the group or alone.

### **WORK EXPERIENCE**

- Seven year's experience in Sachdeva Sports Industries, Meerut as an Office Administrator.
- Good Knowledge of Tally 9.0 ERP with GST

#### **Job profile:**

- To Maintain the Office Work.
- Making Bill
- GSTR 1 GSTR 2 E-way Bill

### **COMPUTER EFFICIENCY**

- Done Six Month Diploma in Basic Computer From “Nav Bharat Computer Institute” Meerut.
- Tally 9.0 ERP with GST
- One Year Diploma in Jewelry Designing.

**Operating System** : Dos, Window 98/NT/2000/XP/Vista/2007/2010.

**Database** : MS-Word, MS-Excel and Power Point etc.

**Others** : Internet Concepts, Email Concepts.

## OTHER QUALIFICATION

### NCC "B" Certificate

## ACADEMIC QUALIFICATION

- Passed High School from U.P Board.
- Passed Intermediate from U.P Board.
- Completed B.Com. from Meerut College, Meerut Affiliated C.C.S University
- Completed LL.B from Meerut College, Meerut Affiliated C.C.S University
- Completed LL.M from Meerut College, Meerut Affiliated C.C.S University

## PERSONAL PROFILE

**Date of Birth** : May 07, 1993

**Father's Name** : Late Shri Ved Prakash Kakkar

**Marital Status** : Single

**Gender** : Female

**Language Known** : Hindi, English & Punjabi

**Permanent Address** : C-117, Hastinapur, Mawana Road, Meerut – 250404

**Nationality** : Indian

**Hobbies** : Reading and Listing Music

**Strengths** : Punctuality, Polite, Honesty & Determination to work hard.

**Date**.....

**Place: Meerut**

**(REENA KAKKAR)**