

CURRICULAM VATAE

NAME: S ANKITA

Mob No :- 9977592929

Email :- ankita.sarguna@gmail.com

Professional Objective

- ❖ To prove my skills & efficiency in every sort of work I perform and serve with the best outcome.

Personal Objective

- ❖ To succeed in my efforts & gain a reputed position in the society through my work, to give my family with all sorts of happiness & comfort.

Educational Qualification

Course	Branch/Subject	College/School	University/Board	Duration	Marks Obtained
CMA	Final		ICAI	2022	Pursuing
CMA	Intermediate (Group -2)		ICAI	2020	246
CMA	Intermediate (Group -1)		ICAI	2020	245
CMA	Foundation		ICAI	2016	200
MBA	Finance	DDE	Alagappa University Karaikudi (TN)	2022	81.05 %
B.Com	Commerce	DDE	Alagappa University Karaikudi (TN)	2020	66.10 %
12 th	Commerce	SSCV, Hudco	CBSE	2015	64 %
10 th	General	SSCV, Hudco	CBSE	2013	54 %

Achievements

- Certificate in high school level science exhibition
- Certificate in calligraphy competition (English)
- Certificate in painting
- Certificate of Mathematics Olympiad (IMO)
- Certificate of English Olympiad (IEO)

Computer Skills

- SAP Business One
- Tally ERP 9
- Microsoft Office, Word, Excel, Power point.

Experience

- SAP, Winman Software, GST Port, Tally, Income Tax and Return Filling.

Personal Skills

- Good Communication
- Energetic
- Kindly, Self Discipline and Punctuality.
- Hardworking and Enthusiastic.
- Adaptable to Different Condition.
- Friendly and Social.

Personal Profile

Particular	Detail
Name of Applicant	S Ankita
Gender	Female
Father's Name	Mr M Sarguna Rajkumar
Date of Birth	26 Sep 1996
Marital Status	Unmarried
Languages	Hindi, English & Tamil
Permanent Address	MIG-2/179, Hudco, Bhilai, CG 490009
Temporary Address	G2, Sai Ram Flats, 7 th Cross Street, Kalki Nagar, AGS Colony, Velachery, Chennai TN 600042

Declaration

I hereby declare that all the information provided above is correct & best to my knowledge.

DATE :-...../...../2022

PLACE :-.....

S ANKITA