

RESUME

RAJ LUBNA S.

Mobile No: 7817855455

Email ID: rajlubna45@gmail.com

Career Aim:

A respectable position to utilize my existing knowledge and expanding my horizon for the accounts. It should offer me a Professional growth as well as should be resourceful, innovative and flexible.

Educational Background

Degree	Board/University	Year	Percentage
S.S.C.	GSEB, Gandhinagar	2005	56.43%
H.S.C.	GHSEB, Gandhinagar	2007	67.29%
B.COM	VNSGU, Surat	2010	51.44%
M.COM	Sardar Patel university, V V Nagar	2020	49.60%
B.Ed.	VNSGU, Surat	2012	78.70%
Data Entry Operator	ITI Surat	2011	51.00%
Tally	ITI Surat	2011	43.00%

Work experience:

Currently working in **APEX PHARMA SAYAKHA**

As A Accountant and HR Junior

From March 2021 to till date.

Total experience

3 years 4 month

Working Skills:

- M S Office (Word, Excel & Power point)
 - Tally Prime
 - E Invoice
 - GSTR 1 ,GSTR 2 B Match And GSTR 3 B Filed
 - TDS Payment , RCM Payments
 - Salary Payroll
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Personal Information:

- Date of Birth : 28th June 1990
 - Gender : Female
 - Languages Known : Gujarati, Hindi, English,
 - Nationality : Indian
 - Religion : Muslim
 - Address : C-11,12,13, Madni Park Near Husseniya,
Bharuch-392001
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Declaration:

I Hereby Declare that the all the above information's are correct according to the best of my knowledge & belief.

RAJ LUBNA S.