

PASTE

PHOTO

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RANI GOYEL

12/1 JAI BI BI ROAD
AMIR NAGAR,
Lucknow-226001

Contact No: 987*****

E-mail id: ranigoyel@gmail.com

CAREER OBJECTIVE:

Seeking responsibility and challenging opportunity that would utilize and encourage my abilities through dedicated hard work and resources of the company to achieve combined growth.

INTERNSHIP:

Currently working as **CS Trainee under M/S Rajeev Kumar & Company (Company Secretaries)**. Work undertaken are:

- Filling of Income Tax Returns.
- Preparation of Accounts
- Filling of Company's Annual Return.
- Drafting of resolutions, notices, affidavits, power of attorney etc.
- Filing of other forms with Roc
- Filing Monthly & Annual Return under UPVAT Act

PROFESSIONAL QUALIFICATION:

- Passed **C.S (Professional)** in December 2012 from **ICSI (Institute of Company Secretaries of India)**.
- Passed **C.S (Executive)** in June 2010 from **ICSI (Institute of Company Secretaries of India)**.

ACADEMIC QUALIFICATION:

- M.Com. from Lucknow University in 2010 with 59.8%.
- B.Com. from Lucknow University in 2008 with 60.8%.
- Intermediate from CBSE Board in 2005 from commerce stream with 85.8%.
- High School from ICSE Board in 2003 with 58.8%.

COMPUTER SKILL:

- MS Office 2003,2007 version (Excel, Word, Power Point) & Internet
70 hours computer training from NIIT "Understanding Information Technology In The Corporate Environment"

PERSONALITY TRAITS:

- Sincere, Punctual, Co-operative and Versatile
- High degree of confidence, positive attitude, good team spirit and hard working capability
- Easily adaptable to changing work environment

PERSONAL DETAILS:

Father's Name : Mr. KAMAL GOYEL
Date of Birth : 19 May 1989
Gender : Female
Marital Status : Unmarried
Nationality : Indian
Languages known : Hindi & English
Area of Interest : Reading, Net Surfing, Listening to Music

Declaration

I hereby declared that all the above details are true and correct to the best of my knowledge.

Date:.....

Place: Lucknow

(Rani Goyel)