

# CHANDRA KALA

## EXPERIENCE

### July 2017 – April 2020

Junior accountant with 2 years and 9 months of experience in managing accounts related tasks and also

Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

## EDUCATION

### IGNOU University

- Masters in commerce

### Delhi University

- Bachelors in Commerce

### Technical skills:

- MS Office 2003,2007, 2010

### Certification

- Certified in Fundamentals of Computer from NIELT

### Skill sets :

Good interpersonal skills , Good knowledge of Accounting  
Excellent communication skills and good analytical and problem solving skills



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Kolkata ,WB



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## OBJECTIVE

To Build a Career In Finance field and enhance my skills and learn new finance terms for growth of organization as well as individual growth.