




MAHIMA VERMA

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 Permanent Add:- Silicon City, Rau Indore Madhya Pradesh, 452012

OBJECTIVE

CAREER OBJECTIVE Seeking a challenging and rewarding opportunity with an organization of repute that recognizes and utilizes my true potential while nurturing my analytical and management skills.

EXPERIENCE

August:- 2023 - December:- 2024	Account executive Vaibhav laxmi industries pvt Ltd Ahmedabad Gujarat TELLY, ERP.9 & GST : - <ul style="list-style-type: none">• Prepare Account sheet• Verify payment & GST• Entry of invoice• Arrange of all file as per documents.• Mail communication with vendor regarding for purchase goods and payment.• Bar coding
March:- 2022 - July:-2023	Chat Process Executive Param Education indore Madhya pradesh <ul style="list-style-type: none">• Handling Customer queries through chat an Email.• Resolving client issues effectively and efficiently.• Maintaining records and daily communication logs.

EDUCATION

	<ul style="list-style-type: none">• 1 st year - Bachelor in Com- C.N College, Kadi , Gujarat 2024 (Pursuing)• Fashion Designing from IPS Academy, Indore Madhya Pradesh 2018• HSS in Com - State Board -Madhya Pradesh 2016• HS - State Board -Madhya Pradesh 2013
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SKILLS

COMPUTER SKILLS:- • Hands on experience & working on • MS Word , MS Power Point , MS Excel.

LANGUAGES

English, Hindi

PERSONAL DETAILS

Date of Birth : 02/12/2002
Marital Status : Single
Gender : Female

STRENGTHS AND WEAKNESS :-

- Self Motivated (Strength)
- Positive thinkin
- Confident
- Problem solving skill
- Believe on person (weakness)
- More positive (weakness)

SYNOPSIS

The overall experience of 1 year's experience in this field of Account Executive. Excellent interpersonal, mail communication & store billing, skills with experience in vendor dealing, Tally ERP.9 with GST.