

# **MAHIMA VERMA**

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 9399739234

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

## **OBJECTIVE**

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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**

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August:-

2023 -

December:-

2024

### **Account executive**

Vaibhav laxmi industries pvt Ltd Ahmedabad Gujarat

TELLY, ERP.9 & GST :-

- 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

- Handling Customer queries through chat an Email.
- Resolving client issues effectively and efficiently.
- Maintaining records and daily communication logs.

## **EDUCATION**

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- 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

## **SKILLS**

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

## **LANGUAGES**

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English, Hindi

## **PERSONAL DETAILS**

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Date of Birth : 02/12/2002

Marital Status : Single

Gender : Female

## **STRENGTHS AND WEAKNESS :-**

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

## **SYNOPSIS**

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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.