

CURRICULAM VITAE

Preeti Mehta

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CAREER OBJECTIVE

To build a career with hi-tech environment organization which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

ACADEMIC QUALIFICATION

Qualification /Year of Passing	Master Of Business Administration,2013
Institution	Chandigarh group of colleges [Punjabi Uni.]
Marks (%)	70%

Qualification/Year of passing	Bachelor of Business Administration
Institution	Annamalai University
Marks (%)	56%

Qualification /Year of Passing	XII th ,
Institution	P.K.R. Jain senior Secondary School
Marks (%)	74%

Qualification /Year of Passing	X th , 2006
Institution	N.C.C. Senior Model School
Marks (%)	65%

PAST EXPERIENCE

Has an Experience of accounts and office coordinator of one year at DUCAT INDIA. from 1 aug 2010 to 1 july 2011

Has an Experience of Accounts at RUPANA PAPER LIMITED from 1sep 2013 to 30th april 2014

Worked as ASSISTANT MANAGER at HUAWEI ACADEMY from 1st may to 30th November 2014

JOB PROFILE

- Currently Working As Accounts Executive in PARTAP SPINTEX PVT LTD.
- Journal Entries
- Journal Entries of sale & purchase.
- Issue Debi & Credit Notes to parties.
- Calculate Service Tax , TDS, TCS
- Handle Online Bidding of electricity.
- Settle all accounts with Electricity Board
- Matching ledger statements
- Reconciliation of bank statements
- Resolving Issues of parties
- Learning Foreign Inward & Outward Remittance Import & Export.

COMPUTER PROFICIENCY

- Basic computer skills
- Full efficiency in Microsoft Office [MS Word, Excel, PowerPoint & Access]

HOBBIES

- Listening Music
- Watching Movies
- Surfing Internet

STRENGTHS

- ❖ Positive Attitude & Hardworking.
- ❖ Quick learner
- ❖ Accepting challenging assignment.
- ❖ Good at taking initiative.
- ❖ Disciplined.
- ❖ Leadership skills.
- ❖ Punctual.

LANGUAGE KNOWN

❖ English, Hindi, Punjabi (Read, Write& Speak)

PERSONAL PROFILE

Name	Preeti Mehta
Father's Name	Sh.Ranveer Mehta
Date of Birth	7 th April. 1990
Gender	Female
Marital Status	Unmarried
Nationality	India

SELF APPRAISAL

I am hard working person looking for a prospective career if given a chance will prove my capability.

Date.....

Preeti Mehta