

CURRICULUM VITAE

SHIVANI PRAJAPAT

H.No.-402, Near PNB Bank

V.p.o Shahbad, Tijara Alwar (Rajasthan)-301422

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CAREER OBJECTIVE

- To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.
- Ambitious and self-motivated individual with excellent knowledge of financial modeling and reporting, and working knowledge of tally and hold an MBA in Finance from RTU University.

EDUCATION QUALIFICATION

- MBA in Finance & Marketing from Rajasthan Technical University in 2019
- B.Com in Commerce from Rajasthan University in 2017
- Intermediate from Rajasthan board in 2014
- High school from Rajasthan board in 2012

WORKING EXEPERIENCE

4.CURRENT EXEPERIENCE

ORGANIZATION-SWATIK ENTERPRICE (ALWAR)

Help with Tally maintaining the company daily transactions like purchase's, sales, purchase return, sales return, bank transactions, analysis the company daily cost,Gst,Tds,Tcs.

3. LAST WORKING

ORGANIZATION-AXIS BANK



POSTED LOCATION-KHAIRTHAL (ALWAR RAJASTHAN)

DURATION TIME-22NOV.2022 (JOIN 15Feb.2022)

DESIGNATION-AM (ASSISTANT MANAGER)

Bank officers, are responsible for accurately processing routine transactions at a bank, These transactions may include processing deposits, collecting loan payments, or cashing cheques and handling branch petty cash and internal audit and maintaining the branch daily transaction records also.

2.LAST WORKING

- **ORGANIZATION-AU SMALL FINANCE BANK**
- ***POSTED LOCATION-Thanagazi(Alwar Road)***
- ***DURATION TIME-08Nov.2021(Join 3feb.2020)***
- ***DESIGNATION-CSO***

1. LAST EXPERIENCES

- **ORGANIZATION-POLICY Bazaar.com(Gurgaon)**
- **POSTED LOCATION- Gurgaon**
- **DURATION TIME- 6 Months**
- **DESIGNATION- Sales Executive**
- As a Telecaller,I am handling sales over the phone entirely and responsible for solving questions regard to the product and service provided in addition to this collect desired information from the clients and maintain healthy relations with them.

EXTRA CURRICULAR ACTIVITES

- Participations in seminars.
- Internship in GVD enterprise in Accounts

TECHNICAL QUALIFICATION



- Basic of computer
- Tally
- excel

POSITIVE POINTS

- Self-confident
- Problem solving skill
- Knowledge of accounting concepts
- Honest and Punctual
- Dedicate for work and organization

PERSONAL DETAILS

- NAME : SHIVANI PRAJAPAT
- FATHER NAME : MR. SUBHASH CHAND
- DATE OF BIRTH : 01-10-1997
- MARITAL STATUS : UNMARRIED
- NATIONALITY : INDIAN
- GENDER : FEMALE
- LANGUAGE : ENGLISH AND HINDI

DECLARATION

- If given a chance to serve under your kind control, I assure you that I shall try my level best to satisfy my superiors with my hard work and



good conduct

DATE:

PLACE:

(SHIVANI PRAJAPAT)





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