

EXPERIENCE

M.mahajan& Associates

2017 - 2019

Assistant Accountant

- Prepared month-end closing entries for detailed reporting and record keeping.
- Managed daily bookkeeping functions with attention to accounts receivable, account payable, banking reconciliation and disbursements.

KARMA E-commerce

2019 - 2022

Customer Service Executive

- Answered questions from customers by phone and email, offering company details and policy information as requested.
- Warmly greeted customers by employing positive telephone etiquette and asking well- rounded questions to identify issues.
- Updated account information after customer calls and noted client concerns and issues.

Angels convent school

2020 - 2022

Former Teacher

- Built and strengthened positive relationships with students, parents and teaching staff.
- Prepared and maintained classroom environments appropriate for student learning and physical, social and emotional development.
- Graded projects, exams and assignment to track student progression.

J M K International school

2022 - current

Teacher

- Prepared and maintained classroom environments appropriate for student learning and physical, social and emotional development.
- Introduced and encouraged debate -style classroom setting to increase student active participation and critical thinking.
- Enhanced lessons with smart board technology, iPads and computers to address common core goals.
- Utilized behaviour management skills to foster environment conducive to student learning.



DIKSHA MAHAJAN

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

SKILLS

- Telephone Etiquette
- customer support
- Good communication skills
- Data Evaluation
- Project Management
- Group Instruction
- Report Generation
- Account Management
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LANGUAGE

- English
- Hindi
- Punjabi

EDUCATION

GNDU University

2016-2019

Bachelor of Commerce

Grades - A+ / First Division

JAMMU university

2019-2023

Bachelor of Education

Grades - A / First Division

