

# SIMRAN JAISWAL

## Associate



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Address: Kolkata, India Marital Status: Unmarried Date of Birth: 13-April 1997

## Work Experience

### ❖ Mani Traders

Duration: 10<sup>th</sup> March 2022 to Present

Designation: Associate

### MY KEY AREAS OF WORK:

- Tally (Sales n Purchase vouchers maintainence).
- GST.
- Pivot table/chart.
- Ms word.
- Maintaining data of daily work and summarising it on weekly basis.

## Education

- ❖ Institute of Company Secretaries - Semi Qualified CS, 2021.
- ❖ Calcutta University, Kolkata, India – Bachelor of Commerce, 2018 (Marks: 55%)
- ❖ Delhi University (ISC), Kolkata, India – Higher Secondary Education, 2015 (Marks: 84%)
- ❖ Delhi University (ICSE), Kolkata, India – Secondary Education, 2013 (Marks: 75%)

## Profile Summary

- ❖ Expert in Listening and resolving problems
- ❖ Expert in working pressure situations
- ❖ Proficient in delivering high quality result.

## Technical Skills

- ❖ MS Word, MS Excel, and PowerPoint

## Certification

- ❖ CIA From Institute Of Computer Accountant

## Extra Curricular Achievements

- ❖ Head Girl in Higher Secondary School.
- ❖ Awarded as an Outstanding student & Best leader.
- ❖ Extampore Award From ICA.