

RESUME

Ashita Chaturvedi

Address: Flat no-301, JD3 Road, Gate no-06, Vikaspuri, New Delhi-

Mob No.: 9202242271

Email Id: ashitachaturvedi83@gmail.com

CAREER OBJECTIVES:

To work in learning and challenging environment which provides career growth
. Hardworking, honest always try to work in a team and gain experience from any work.

EDUCATIONAL QUALIFICATION:

- Graduation – Jiwaji University, Gwalior
- Intermediate – Kendriya Vidyalaya

EMPLOYMENT DETAILS

Company Name: Jai Baba associates

Designation: Accounts Executive

Duration : Sep 2020 to Nov' 2024

JOB RESPONSIBILITIES

- Do maintain daily accounting transactions
- Preparation of P&L statements, Balance sheet and cash flow statements
- Uploading and downloading bank statements
- Posting and clearing of incoming payments as per bank remittance
- Send reminders to customers for overdue payments
- Do audit of peer group work
- Customer claim settlement
- Maintain work of Admin as well

IT SKILLS

- Knowledge of SAP, MS Word, MS Excel, MS Office, PowerPoint

STRENGTH:

- Hardworking
- Adaptable to working environment
- Positive Attitude to learn new things
- Honest

HOBBIES:

- Reading
- Listening to music

PERSONAL PROFILE:

- Father's name : Mr. Kapil Chaturvedi
- Date of birth : 17-07-2001
- Gender : Female
- Nationality : Indian
- Language known: Hindi & English

DECLARATION

I hereby declared that all the above provided information is true and correct to the best of my knowledge.

Date:

Place: Delhi

Ashita Chaturvedi

