

## **RESUME**

**Ashita Chaturvedi**

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

**Mob No.:** 9202242271

**Email Id:** ashitachaturvedi83@gmail.com

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### **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: Akshay Tyre Sales

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

