

## Karishma Mourya

120 Chitawad Near Anand Velly Indore

Mobile 9752789336

Email Id : rajeshvinijahajpuriya@gmail.com

### CAREER OBJECTIVE

Seeking for the challenging and rewarding position by utilizing my skills as a account assistant in high growth oriented organization.

### PROFESSIONAL QUALIFICATION

- MCOM with "TAX" From "DAVV Under " Mata Jija Bai Girls PG College Moti Tabela ( Old GDC Collage ) Indore " in 2018 with 64.43CGPA.
- BCOM From "DAVV Under " Mata Jija Bai Girls PG College Moti Tabela ( Old GDC Collage ) Indore " (M.P) in 2016 with 69.43%.

### EDUCATION QUALIFICATION

- Passed 10<sup>th</sup> High Secondary In Year 2011 From M.P Board Indore with 71.00%
- Passed 12<sup>th</sup> Higher Secondary In Year 2013 From M.P Board Indore with 71.00%

### WORK EXPERIENCE

- 1 Dr. Piyush Gandhi Clinic Indore ( April 2011 To January 2013 )
  - Responsible for preparing cash balance.
  - Maintaining customer database
  - Securing information, also work as a receptionist / front office executive.
- 2 KBC Enterprises ( Reliance Outlet ) Indore ( January 2013 To November 2014 )
  - Collect bill payment.
  - Payment fallow up.
  - Font desk sales.
  - Customer heading.
  - Form filling
  - Customer welcome call.
  - Calling for new postpaid connection.
  - New form login in company portal.
- 3 Plus BPO Solutions Private Limited ( Vodafone TeleDSA) Indore ( November 2014 To March 2016 )
  - New connection form login and manual filling.
  - Mention all office sales report in excel and distributor daily or weekly basis.
  - Sales fallow-up to sales team.

- Payment follow-up.
- Mentioned customer database in excel.

4 OM Sai Enterprises ( Idea DSA) Indore( April 2016 To October 2017 )

- New connection form login and manual filling.
- Mention all office sales report in excel and distributor daily or weekly basis.
- Sales follow-up to sales team.
- Payment follow-up.
- Mentioned customer database in excel.
- Prepare salary sheet and make payment by cheque and NEFT.

5 JUNOSYS Networks Private Limited ( IT Solution Provider Company )  
Indore ( October 2017 To December 2020 )

- Engineers team heading and allocate calls.
- Making quotation and send to customer.
- Quotation follow-up.
- Purchase order loading and follow-up for material.
- Make challan for sales of material.
- Prepare sales and purchase invoices in tally.
- Prepare debit and credit notes in tally.
- Make journal entry.
- Petty cash book maintain in tally as well as excel.
- Maintain all payments and receipts details in excel as well as in tally.
- Cheque book entry in tally also maintains in excel.
- Debtors and creditors payment.
- Office general payment electricity, mobile payment, visit and travelling payment and maintain expenses sheet.
- Making e-way bill.
- Material dispatched through courier and share details with party.
- Prepare bank reconciliation.
- Maintain daily work report.
- Maintain files employee document, sales, purchase, bank deposit slip, delivery challan, call reporting and cash expense.
- Office coordination with all team.
- Salary registered generated in attendance machine.
- Prepare salary, debtors payment, creditors payment and expenses Cheque.
- Vendors payment follow-up
- Stock maintains.

## COMPUTER KNOWLEDGE

- Knowledge In Computer ( Microsoft Word , Microsoft Excel , Microsoft Outlook , Microsoft paint)
- Good Command In Microsoft Excel Formula (VLOOKUP, CONCATENATE, Filter, Paste Special,Pivot Table, Freeze etc.)
- Knowledge of accounting software Tally ERP9 and Busy win .

## PERSONAL DETAILS

1	Name	Ms. Karishma Mourya
2	Father's Name	Mr. Late. Tulsiram Jahajpuriya
3	Husband Name	.Mr. Pankaj Mourya
4	Sex & Nationality	Female/Indian
5	Date Of Birth	04/05/1996
6	Marital Status	Married
7	Languages	English , Hindi
8	Permanent Address	120 Chitawad Near Anand Velly Indore

## Declarations

I Here By Declare That The Above Mentioned Details Are Best To My Knowledge.

Place: Indore

Karishma Mourya