

CURRICULUM VITAE

BHAWNA RAWAT

271 , Kala Enclave

Khora Colony Ghaziabad (U.P)- 201301.

Mobile No. 9717326852

Email Id. Coolbhawna123@gmail.com

CARRIER OBJECTIVE

- § *LOOKING FOR MIDDLE TO SENIOR LEVEL POSITIONS IN ACCOUNTING/ SYSTEM ADMINISTRATION WITH A LEADING ORGANISATION.*

EDUCATION QUALIFICATION

- § B.COM from Mahatma Gandhi University.
- § 12th passed from Vanasthali Public School in 2007 with 73%.
- § 10th passed from Vanasthali Public School in 2005 with 48%.

COMPUTER PROFICIENCY

- § MS OFFICE
- § TALLY(9.0)
- § BUSY

TECHNICAL QUALIFICATION

- § Basic computer course of six month in 2008.
- § Course of Certified industrial Accountant of 1 Year from ICA South Ex.

WORK EXPERIENCE

- § Presently working as a **Data Entry Operator cum Personal Assistant** in Income Tax Department from 2013 to Present.

KEY RESPONSIBILITY

- § Attending phone calls and enquiries of the assesseees.
- § Organising and maintaining diaries and making appointments.

- ς Dealing with incoming email, faxes and post corresponding on behalf of Income Tax Officer.
- ς Filing of Documents.
- ς Possesing typing speed 15-20 words per minute.
- ς Profound ability to work independently.

- ς Worked as Account assistant with **Optimum Security Solutions Pvt. Ltd. from 2009 to 2012.**

KEY RESPONSIBILITY

- ς Enter posting of purchases,sales,payment, receipt collection and journal voucher.
- ς Verification of bills and reconciliatioin of total turnover.
- ς Maintain cash transaction and ;petty cash book.
- ς Preparing outstanding list of Debtors and making payment follow up.
- ς Reconciliation of bank statement at the end of the month.
- ς Maintaining in salary register .
- ς All documentation work related to day to day activities.

PERSONAL DETAILS

Date of Birth :	7 th Oct 1989
Father's Name :	Sh. Anand Singh Rawat
Gender :	Female
Nationality :	Indian
Marital Status :	Married
Languages Known :	Hindi & English
Hobbies :	Cooking and making drawings.
Current ctc:	20k
Expected:	25K

DATE:

PLACE:

(BHAWNA RAWAT)