

CURRICULAM VITAE

MAMTA CHAUHAN

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Badarpur, New Delhi- 110044

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CARRER OBJECTIVE:

I want to be a part of an organization which can give me proper work culture and environment. I also contribute my efforts to that organization.

PROFESSIONAL EXPERIENCE:

- 1 Year Experience in **Krish Enterprises** at Faridabad as an **Accountant**

Job Profile:

- Data entry of employee details in Paysoft Software
- Preparing and sharing pay slips for employees
- Updation of PF challans online & related activities
- Updation of ESIC in system and coordinating with employees for the same

- Experience Aug 2015 to till date in **Axis Bank** at Jhandewalan as a **D.E.O.**

Job Profile:

- Typing & preparing MS word documents
- C.A Letter
- Data entry in excel
- Finacle
- Scanning

TECHNICAL QUALIFICATION:

- **Basic Knowledge of Computer Application.**

- **MS Office:** - Word, Excel, Power Point, Mailmerge,
- **Internet:** - Browsing, Creating E-mail Account, and Sending/Receiving E-mail etc.

- **Basic Knowledge of Tally.**

1. FINANCIAL ACCOUNTING:

- Creating a Company

- Sub Ledger/Creating Groups/Account Heads
- Voucher Entry/Payment Receipt Voucher
- Contra Entry/Purchase/ Sales Register
- Viewing Statement of Accounts
- Profit & Loss Account, Balance Sheet
- Interest Calculation
- Display of Accounts
- Tax, Vat Calculation etc.

2. INVENTORY:

- Inventory Features, Stock Groups
- Stock Items, Stock Voucher
- Purchase & Sales
- Invoicing, Bill/Stock
- Inventory Reports, Interest Calculation
- Print Preview Etc.

EDUCATION QUALIFICATION:

- 10th passed from **C.B.S.E. Board.**
- 12th Passed from **C.B.S.E. Board.**
- 1 Year Diploma in **Office Management** from **YWCA New Delhi** in 2012.
- B.Com Graduation from **Kalinga University** in 2016.

SKILLS:

- Sincere and dedicated team worker.
- Good Communication and Interpersonal Skills.

PERSONAL DETAILS:

Fathers Name	: Mr Dayal Singh
Date of Birth	: 02/03/1994
Language Known	: Hindi, English
Nationality	: Indian
Marital Status	: Unmarried
Sex	: Female
Hobbies	: Playing Qube & Sudoku

Declaration

- I hereby declared that the information is given above is true with best of my knowledge.

Date:

Place: New Delhi

MAMTA CHAUHAN