

CURRICULUM VITAE

DEEKSHA SURYAVANSHI

Add:- MOH.SHIVPURAM JALANDHRI SARAY (BADAUN)

Present add- Gopal enclave near Pink city Dadri

Mobile: + 8512043168,9557492589 E-mail: suryavanshideeksha77@gmail.com

CAREER OBJECTIVE

- To work in a challenging environment where my professional growth would be encouraged. Serve ahead in my career by the process of constant learning and adoption of new method and process.

EDUCATIONAL BACKGROUND

ACADEMIC QUALIFICATIONS

Qualified **B.Com** from **Rohilkhand University** in **2014** Qualified **XII (Commerce)** from **U.P Board, Allahabad** in **2011** Qualified **X** from **U.P Board, Allahabad** in **2009**.

Qualified B.ed form Rohilkhand University in 2018

PROFESSIONAL EXPRIENCE & PRESENT COMPANY

Working in Advance valve global llp since 5 year

WORK KNOWLEDGE

- Complete knowledge of ERP tools.
- Data Entries like time sheet, 5s sheet, e.t.c.
- Releasing purchase order, Purchase request , store request.
- Follow-up with vendor and supplier.
- Job Request with Job Purchase order.
- Data analysis (Excel, Power Point) Material follow-up from vendor and supplier.
- Follow up with account for supplier payments.
- Resources development form update on site.
- All Documents update on Goole drive.
- Make the cheque request

Office Packages	Diploma in computer application (DCA)
Operating System	Windows XP, Windows 8
Internet Application	Mailing & Net surfing etc.
Accountanting	Tally 5.4, 9

STRENGTHS

Willingness to learnHard
working.
Commitment towards work

COMPUTER KNOWLEDGE

PERSONAL INFORMATION

Name : Deeksha suryavanshi
Father's Name : Mr. Shyam singh
Date of Birth : 07-07-1995
Address : Moh, Shivpuram Jalandhrisaray Badaun
Gender : Female
Language Known : English and Hindi
Marital Status : Unmarried
Hobbies : Reading Books, Cooking, Home-working.

DECLARATION

I hereby declare that the above mentioned facts are true and fair to my belief.

DATE:

Place : Dadri

(Sd/-) DeekshaSuryavanshi)