

## **Divya Pawar**

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### **Career Objective**

I would like to join an organization that offers professional growth & opportunities to learn & grow by delivering the results. To work in a challenging environment, attaining strategic height, where in I can utilize my skills and knowledge and acquire professional edge through hard work & continuous learning.

### **Educational Qualifications:**

- Pursuing M.com from Jamia Milia Islamia.
- B.com(Hon) from Delhi University (2015)
- 12<sup>th</sup> from Bharti Public School (CBSE Board)
- 10<sup>th</sup> from Bharti Public School (CBSE Board)

### **Experience**

1.Worked as an office coordinator in Triple Three India Solution Private Limited(Netaji Subash Place) from June 2015 to January 2016.Perfomed following duties:-

- Following office workflow procedures to ensure maximum efficiency
- Maintaining files and records with effective filing systems
- Supporting other teams with various administrative tasks
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system.
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management

2.Worked as an accounts executive in Global Accounting & Tax professionals (Kaushambi) from January 2016 to December 2016. Perfomed following duties :-

- Maintenance of books of accounts in Quickbooks Online Software .
- Payroll Processing.
- Day to Day reporting to clients

### **Other Qualifications:**

- Basic Knowledge of Tally Erp.9
- Good Knowledge of Quickbooks Online Software.
- Knowledge of MS Excel,MS Word.
- Typing speed 35 wpm.

### **Extra Curricular Activities:**

- Participated in Commerce Olympiads
- Was a part of School Dance Society

**Strengths:**

- Positive attitude
- Quick learner,
- Good communication and interpersonal skills
- Team Player
- Dedication towards work

**Personal details:**

**Date of Birth** : 30 June, 1994  
**Languages Known** :English & Hindi  
**Nationality** : Indian

**Declaration**

I hereby declared that the information and particulars furnished above are true & correct to the best of my knowledge and nothing has been concealed.

Date:

Place:Delhi

(Divya Pawar)

