

# **RESUME**

Name: Diksha

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## **CARRER OBJECTIVE**

A Self-motivated and result oriented B.com graduate with good knowledge in computers seeking an opportunity in a reputed organization where I can upgrade my knowledge and skills.

## **WORK EXPERIENCE**

- **DM Pharma Global Pvt. Ltd.**

Working as Accounts Executive in Accounts Department from Dec,2023 - Present

## **RESPONSIBILTIES**

- Purchase entries in Tally
- Sale entries in Tally
- Maintain records and follow up for payments from parties on daily basis
- Prepare due sheets at the end of every month
- Deposits cheques of parties into bank
- Update bank transactions on daily basis using Easysol software

- **K-SECURE RISK MANAGEMENT & INSURANCE BROKING PVT. LTD.**

Worked in Insurance Claim Department as Operation-Executive at K-Secure Risk Management & Insurance Broking Pvt. Ltd. from 1<sup>st</sup> March 2022-31<sup>st</sup> December 2022

## **RESPONSIBILITIES**

- Handle all the general insurance claims
- Open demat accounts for SIP
- Make quotations for life insurance and maintain documents
- Collect all the claim documents and maintain accordingly
- Maintain all records in excel sheets

## **ACADEMIC QUALIFICATION**

- Bachelors of Commerce in Management Studies from PGGCG-42 Chandigarh - 76% (2019-2022)
- Intermediate from CBSE Board - 73.4% (2019)
- 10<sup>th</sup> from CBSE Board - 9.4 CGPA (2017)

## **TECHNICAL EXPERTISE**

- Tally Prime
- EasySol Software
- Basic I.T. (Advance MS Excel, MS Word and MS Powerpoint )

## **CERTIFICATIONS**

- Completed Four months certification course of Tally Essentials from Regional Centre for Entrepreneurship Development (RCED) Sec-35B Chandigarh (2024)
- Certificate of Merit from Tally Education and Distribution Services Pvt Ltd and securing Grade A (2024)
- One Year certification course of Entrepreneurship Development(2020)
- NSS Certificates ( A&B )
- Certificate of Appreciation in Intensified Pulse Polio Immunization Campaign(2020)
- Certificate of Participation in attending one-day Virtual Symposium:'World Book Day- Value of Books in Life's (2020)
- Acknowledgement of Completion the training "Basics of COVID - 19" (2020)
- Certificate of Participation in attending two days international webinar on "Prevalent Crises Triggered by the COVID 19 pandemic and it's appraisal(2020)
- Certificate of Participating in Online Entrepreneurship Development Programme(2021)
- Certificate of Participation in "Dance Kumbh"-World's Largest Bhangra Dance to set theGuinness Book of World Record (2018)
- Certificate of Participation for attending workshop on Personal Hygiene and BalanceDiet (2018)
- Certificate of Merit and awarded as consolation prize in The Tribune CognizanceCompetition (2016)

## **SKILLS HIGHLIGHTS**

- Tally Software
- Problem Solving
- Communication Skills
- Typing
- Creativity

## **PERSONAL DETAILS**

Father's Name: Narinder Kumar

Date of Birth: 24/01/2001

Gender: Female

Nationality: Indian

Languages: Hindi, English, Punjabi

Interests: Resin Art, Travelling

**DECLARATION**

All the information mentioned above in the resume is correct to the best of my knowledge and belief.

**Diksha**