

DIMPLE JEET KAUR

MARKETING

New Delhi, Delhi - Email me on Indeed: [indeed.com/r/DIMPLE-JEET-KAUR/f0c41e89ed2518c1](https://in.linkedin.com/in/DIMPLE-JEET-KAUR/f0c41e89ed2518c1)

I am a young hard working with great dedication, enthusiastic and sincere. I wish to associate myself with company of repute, which would offer me good working environment towards potential growth & advancement in my endeavor towards the goal.

WORK EXPERIENCE

Accounts Executive

CCC ASSET RESOLUTION COMPANY PVT LTD (LLP) - New Delhi, Delhi - October 2013 to Present

Presently working with CCC Financial Services Pvt. Ltd (LLP) for the last 3 year as a Accounts Department.

PROFICIENCY

❖ Hindi, English & Punjabi

EDUCATION

B.COM in ACCOUNTANT

DELHI UNIVERCITY - New Delhi, Delhi

October 2013 to April 2017

ADDITIONAL INFORMATION

KEY STRENGTHS

- ❖ Hard working, well organized and able to manage numerous projects simultaneously under deadline pressure.
- ❖ Excellent interpersonal skills, dynamic and highly team oriented.
- ❖ Flexibility and willingness to work on broad variety of matters.
- ❖ Superior communication and advanced Management reporting skills.
- ❖ Know how to get the things done, Reliable, Dependable and proactive.
- ❖ Ability to manage daily work without losing focus on long term objectives.

COMPUTER SKILLS

- ❖ Basic Knowledge of Computer.
- ❖ Telly 9.0 ERP.