



SAKSHI CHAUHAN

PROFILE

I am Seeking an opportunity in a Company where i can use my experience and education to help the company meet and surpass its goals.

WORK EXPERIENCE

Accounts -

13THSEP.2023- PRESENT

JIYI AEROGREN PVT LTD.

- Manage and Organize Financial Records and Documents Effectively.
- Managing accounts payable and receivable, including processing invoices and managing cash flow. Ledger maintenance, Transaction recording and account Reconciliation
- Coordinate with Field EMP.(Pilots) for their regular Expenses AND daily Field Activities.
- Maintaining vendor relationships and managing cash flows nd payments Issues efficiently.

INTERN - Advocate Kiran M. Bhatia

1st JAN' 2023 to 31th August 2023,

- Managing and organizing case files, evidence, and discovery materials.
- General office duties such as filing, organizing documents, and managing calendars.
- Involvement in gathering information from clients and documenting their cases.
- Observing or participating in court proceedings, hearings, or trials.
- Assistance in trial preparation, including organizing evidence and preparing exhibits.

Accounts Payable -

PASHUPATI CREATION

15th SEP.2021 To 30th Dec. 2023

- Generate Invoice, E-Invoice.
- Handled daily processing and recording of bank transactions,
- Including deposits, withdrawals, and transfers, maintaining accurate records.
- Maintaining vendor relationships and managing cash flows and payment issues efficiently.

HOBBIES

- Sports
- Listening Music
- Gardening

CONTACT

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Mahemdabad, Gujarat

EDUCATION

Bachelor of law(LL.B) :

Apollo law College
Gujarat University
Pursuing.

Bachelor of Commerce (B.Com)

N.C. bodiwala commerce college
Gujarat University
2022

SeniorSecondary(XII):commerce

Seth J H . Sonawala High School
2019

SeniorSecondary(X):

St. Xavier's High School
2017

SKILLS

- Problem Solving
- Communication skills
- MS Excel
- Microsoft Word
- Tally prime/Tally prime 9
- Typing(GUJ.,HINDI,Eng.)
- Multi tasking

LANGUAGES

- English
- Gujarati
- Hindi