

RESUME

VAISHNAVI CHOUHAN

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Address: 1256/1 E Maa Durga Nagar , Navlakha ,
Indore , Madhya Pradesh

CAREER OBJECTIVE:-

To seek an opportunity in a well-known organization that allows me to develop and enhance my skills, and become a valuable part of the organization's growth.

EDUCATION QUALIFICATION:-

Course	Board/University	Year of Passing	Percentage
10 TH	MP BOARD BHOPAL (English Medium).	2016	84.83
12 TH	MP BOARD BHOPAL (English Medium).	2018	71.40
B.sc (Biotechnology , Chemistry , Botany)	HOLKAR SCIENCE COLLEGE , DAVV INDORE (English Medium).	2021	73.51

COMPUTER KNOWLEDGE:-

- Basic knowledge of computer:-
MS Excel , MS Word and MS PowerPoint.
- Tally Prime with GST.
- English typing.

SKILLS:-

- Ability to prepare journal entries.
- Knowledge of bank reconciliation.
- Ability to understand various financial statement.
- Strong analytical , problem solving and task completions skills
- Good Communication

WORK EXPERIENCE:-

- Fresher

PERSONAL DETAILS:-

Father's name :Mr. Vishnu Chouhan
Gender :Female
DOB :19/09/2000
Nationality :Indian
Marital Status :Unmarried
Hobbies :Teaching, Writing, Reading Books and Drawing.
Languages :English and Hindi

DECLARATION:-

I hereby declare that all the above information is true to the best of my knowledge and belief.

Vaishnavi Chouhan