



NIKITACHOUHAN

Gali

No02Chetanpura

NagdaJn.Distt-

Ujjain(M.P.)

456335

ContactNo.:-

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OBJECTIVE

PROFESSIONAL QUALIFICATION

To secure a challenging position where I can effectively contribute my technical, professional and logical skills in growth of an organization and simultaneously enhance my knowledge and skills in order to cope up with the current technical changes.

S.NO	Qualification	Board/University	YEAR	%
1.	10 TH CBSE BOARD	Central Board Of Secondary Education	2009-10	05.60%
2.	12 th CBSE BOARD	Central Board Of Secondary Education	2011-12	64.56%
3.	B.COM	Vikram University Ujjain	2013-15	54.56%
4.	DCA	Mahesh Yogi Vedic Vishwavidhyalaya Madhya Pradesh	2013	67.82%

WORK EXPERIENCE -

S.NO	POST	PERIOD	JOB PROFILE	WORK	PLACE
1	Teacher	One Year (2014-2015)	Sarswati Shishu Vidhya Mandir	English & Maths	Sailana
2	Teacher	One Year (2016-2017)	Sarswati Shishu Vidhya Mandir	English & Maths	Bangrod
3	Account Assistant	One year (2017-2018)	Yazaki India Pvt Ltd	Work on SAP software	Bhayalabad (Ahmadabad)



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4	Account Assistant	Two year (2018-2020)	Patel Motors Pvt Ltd (Maruti Suzuki)	Work on TALLY n SAP software	Ratlam
5	Computer Operator cum Account Assistant	One year (2021-2022)	Janpad Panchayat Ratlam (NR LM)	Work on National MIS	Ratlam
6	Cashier & Office Assistant	One year (2022-2023)	Akshay Credit Co-operative Society	Work On Vayak	Nagda
7	Relationship officer	01-01-2024 to till now..	Axis Bank	Work On Caslite n Trace Software	Nagda

JOB RESPONSIBILITIES

Preparing financial documents such as invoices, bills and accounts payable and receivable
Completing purchase order Managing payroll
Completing financial reports on a regular basis and providing information to the financial team
Completing bank reconciliation
Entering financial information into appropriate software programs.

KEY SKILLS

_____, SAP finance, Excel, Tally ERP, Manual Accounting, Computerized accounting, VLOOKUP, Pivot Table, General Office Management

PERSONAL PROFILE

Husband Name

:

Jayprakash Chauhan Date of

Birth: 12-12-

1993 Marital Status: Married

Hobbies : Computer working,

Languages : Teaching, Accounting Work

English, Hindi & Gujarati

Strength : Self-Motivating, Smart-worker, Grasping Power.

I hereby declare that the above mentioned information is true to the best of my knowledge

Date:

Place:

Nikita Chauhan

