

Resume

Disha Jain

A7-205, Avasa Luxury Residence
AB Road, Near Bijalpur Indore MP
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Objective:

To obtain a position in an organisation, where I work enthusiastically in team to achieve personal as well as organisational goals.

Work Expérience :

- Working in Tanu shri oils pvt ltd indore as a Junior accountant September to till date.
- 4 Months as a Junior accountant in Simran Fisheries Pvt Ltd
- 6 months as a Chief proctor in NSEIT.
- 6 months as a Invigilator in TCS ion.
- 2 year as a Teacher in SDPHSS.

Educational Qualification:

- **M.TECH** (CTA) from Gyan Ganga College Of Technology, Jabalpur secured 8.44 CGPA in the year 2018.
- **B.E** (IT) from Gyan Ganga Institute Of Technology and Sciences, Jabalpur secured 8.25 CGPA in the year 2016.
- **12th** class from Sanatan Dharam Public H.Sc School Hathital ,Jabalpur secured 73% in the year 2012.
- **10th** class from Sanatan Dharam Public H.Sc School Hathital ,Jabalpur secured 75% in the year 2010.

Responsibility:

- Daily Cashbook entries maintain in tally.
- Journal Vouchers entries, Party ledgers.
- Banking - Receipt Contra Payment entries.
- Online Exams Server handle during exam.
- All Documentations in online exams duty like Registration, Biomatrices.
- Invigilation in TCS ion online exams.
- Computer, Math's, Hindi teach in SDPHS School.

Technical Skills:

- Tally Erp9
- Ms Office – Word, Excel, PowerPoint,
- Online Customize software
- Object Oriented Programming and Methodology
- Database Management System

Project:

- Human resource management system

Training:

- Received vocational training in "LAMP" at Ozone soft Solutions
- Received "C" training at GGITS
- Received "C++" training at GGITS
- Attend one day workshop on "Hardware & Networking" in Jetking.

Extra-Curricular Activities:

- Coordinator in "The minute waltz "competition held in GGITS
- Received certificates from EMC for "ISM" and "CLOUD COMPUTING"
- Participated in Rangoli Making Competition held in SDPHSS
- Attended Adventure Camp held in Pachmadi (Dist. Hoshangabad)
- Participated in patriotic song competition held in M.P.S.E.B

Awards/Achievements:

- Received "Academic Achievement Award " in M. TECH.
- Awarded as "Best Disciplined Student" in Class 12th
- School Deputy Head Girl in Class 12th
- School Yellow House Captain in Class 11th
- Ranked 1st in Inter School Patriotic Song Competition held in St. Norbert's Girls H.Sc. School Jabalpur

Hobbies:

- Teaching
- Cooking
- Playing Badminton

Personal Information:

Name	Disha Jain
Date of Birth	5th Oct.1995
Spouse Name	Mr. Abhishek Jain
Gender	Female
Languages	Hindi, English
Nationality	Indian

Declaration:

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

Date:

Signature