

MEENAKSHI CHAUHAN

Mobile No: +91- 8587853111 chauhanmeenakshi013@gmail.com

Seeking for a job in world class organization where I can use of my knowledge & capabilities for betterment of organization with my strength to achieve more experience.

PROFESSIONAL EXPERIENCE

WORKING EXPERIENCE

: [AUG-2021 to MAY-2023]

Presently working with (**National Academy of Human Resource Development**)
A-304 Defence Colony New Delhi

Maintenance of Books of Accounts in Tally Prime.
Billing Excel
GST Return (RI)
E Invoice
E Way Bill
Invoices
Working With (GOOGLE DRIVE/ GOOGLE SHEETS) WebEx.
Performa Invoice Making

WORKING EXPERIENCE

: [AUG-2020 to Aug-2021]

Working with (**TUMBLE HOUSE ENTERTAINMENT LLP**) (**BATRA GROUP**),
E-20 Defence Colony New Delhi

Books of Accounts in tally ERP 9 Daily Sale, Purchase, Payment receipts, Banking & Net banking.
Bank Reconciliation
GST RETURNS (RI-3B)
GSTR (2A) Reconciliation
GST 3B Data
TDS Challans
TDS Data
WORKING WITH (GOOGLE DRIVE)

WORKING EXPERIENCE

: [Since MAY-2016 to MARCH 2017]

: [Since JUNE-2017 to AUG-2020]

Working with (**Surinder Mittal & Company**) (Chartered Accountants Firm), Dev.Nagar, Karol Bagh, New Delhi
Job Responsibilities Include: -

Gst Returns

Tds Returns

E-Way Bill

Bank Reconciliation

GSTR 9/9C Reconciliation EXCEL

Skills

Tally ERP

Tally Prime

Busy Software

Computax

MS Office

Excel

Yoga Certified 200hrs

ACADEMIC CREDENTIALS

B. Com Dehradun in 2009

Intermediate Dehradun in 2006

High School Dehradun in 2004

PERSONAL DETAILS

Date of Birth : 13.06.1986

Husband Name : Sh. Sagar Singh

Nationality : Indian

Sex : Female

Languages Known : Hindi, English

Marital Status : Married

Present Address : A-385 Shiv Gali Kotla Mubarakpur New Delhi

DECLARATION

I do hereby declare that the above-furnished particulars are true and correct to the best of my knowledge & behalf.

Place: New Delhi

[Meenakshi Chauhan]