

Vidhi Jain

Tarni Street, Sardhana (Meerut)
9027368951 | jainvidhi1211@gmail.com

Objective

Secure a responsible career opportunity to fully utilize my knowledge and skills, while making a significant contribution to the success of the company.

Experience

- Astro Indusoot** 3-6-2024 - 16-8-2024
Accountant
Posting and processing journal entries in Tally to ensure all business transactions are recorded.
Creating and managing Spreadsheets for financial analysis.
Ensuring payments, amounts and records are correct.
Maintain and update records in Tally ERP, including journal entries, ledger and payroll.
Prepare and submit weekly/monthly reports for Management.
Assist with reviewing of expenses, payroll records etc. as assigned.

Education

- A.N.S. Jain Inter College, Sardhana** 2016
High School
- S.D. Girls Inter College, Sardhana** 2018
Intermediate
- C.C.S. University, Meerut** 2021
B.Com.
- Dr. APJ Abdul Kalam Technical University, Lucknow** 2023
MBA in Finance & IT

Other Qualifications

- Certification in Basic of Accounts
- Certification in Basic of Computer
- Certification in TFAP (Tally ERP 9+GST)

Skills

- MS. Word
- MS. Excel
- Accounting
- Tally ERP 9

Personal Details

- Father's Name- Mr. Deepak Jain
- Mother's Name- Mrs. Anju Jain
- Date of Birth- 12/11/2000
- Religion- Jainism
- Nationality- India

Declaration

- I hereby declare that all the information shared by me is true and correct to the best of my knowledge.