

CORRICULUM VITAE
SALONI MEHTA

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OBJECTIVE:

To enhance my educational and professional skills in a stable and dynamic workplace and solve problems in creative and effective manner.

WORK EXPERIENCE:

Name	Designation	Duration
Quauto Technologies Private Limited , Indore	Accounts Executives	October 2020 to currently working
St . Peter's Mar Thoma High School , Bhopal	Accounts Clerk	August 2018 to June 2020

EDUCATIONAL QUALIFICATION:

Examinations	Board/College	Year of passing	CGPA / %
M.com	Sam Girls College , Bhopal (Barktullah University)	2018	66 %
B.com	Seshshayee College Of Prof. Studies , Nagda (Vikram University)	2016	61%
12 th	ABSSS, Nagda (CBSE)	2013	61%
10 th	ABSSS, Nagda (CBSE)	2011	64%

WORKING EXPERIENCE :

- Counseling – Parents & Students. (Admission Procedure & Guidance)
- Receipt and dispatch work of the office.
- Accounts work (Audit, salary, Data Entry , Petty cash, vouchers, bills, fees)
- Maintenance of all Personal files, expenses files, Service book & Leave record of staff.
- Work of Zoho book.
- Result Updation.
- Work of Front admission desk.
- Maintenance of Casual Leave Register.

SKILLS:

- Familiar with MS OFFICE TOOLS, MS OFFICE, Typing – Eng & Hindi
- Tally ERP 9 (Accounts, Payroll, Voucher, Inventory)

CURRICULUM VITAE

ACHIEVEMENTS & REWARDS

- Event organizer in school and college.
- Won first prize in school painting competition (Avantika) for regularly two year.

PERSONAL PROFILE:

Gender : Female

Father's Name : Mr. Dilip Mehta

Nationality : Indian

Date of Birth : Dec 28th 1995

Languages Known : English , Hindi

Hobbies : Dancing , Painting , Photography

Correspondence Address: 3/3 MG Road , Nagda Jn. Dist-Ujjain (M.P.) 456335.

DECLARATION

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

Place : Nagda

Date : 01/04/2021

Saloni Mehta