

RESUME

Meenakshi Chauhan

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Address: House No 174 sector 15 Parts 2 near Joyti Hospital.

Objective: I want to work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objectives. Where I can learn more & grow more.

Work Experience:

2 years

Core Competencies Include

1. Financial Documentation & Reporting
2. General accounting
3. Finance operation tasks
4. Bank Documentation
5. Statutory Compliances
6. Bank related all operational task.
7. Prepared bank reconciliations

Current Role & Responsibility

1. Maintaining all financial documents for Debtors.
2. Preparing Reconnection for MTD and YTD level
3. Maintaining Google sheets for all receipts.
4. Updating payments and UTRS for dealer transaction.
5. Finding difference and Reconnection with correct account by posting entry.
6. Taking care of all operation escalations.
7. Taking care of dealer recoveries.
8. Taking care of operations task queries.
9. Making month end tasks reports

Organization:

Current Organization: Cars24 Services Pvt. Ltd.

Role: Here I am working as Finance executive in AR team where my role is in making reconciliation for dealer wallet to our BI report. Along with I also handling here P&L item. I am also taking care of operation related (Finance) For Pan India Level.

IQOR Global Services India Pvt. Ltd.

Working: Nov 2017 TO Nov 2018

Role: In IQOR as was working associate I was in warranty sales Team where I need to maintained bills and Payments records related to warranty sales and renew of warranty. When once warranty payments done then I use to share Invoices to the vendors. For that we also use to make proper Payments Trackers.

Company Name: Paisa Bazzar.com

Working: 5 Months

Role Cold calling to those customer who shown their interest at company website and sold the credit cards with using product knowledge and try to convince the

Internship:

I did my summer internship at HYUNDAI cars showrooms where we need to make customers loan profile. Maintaining their documents and coordinating with banks. Taking customer feedback and take care of their after sales service also.

Skill Set:

Good command in Excel and MS word

Making Power point Presentation

Educational Qualification:

Exam	Name of Institution	University/ Board	Year	Marks(%)
MBA	Northern Institute of Engineering Technical Campus	Rajasthan Technical University, Alwar	2017	75
B.com	Gauri Devi Government College for Women	University of Rajasthan, Awar	2015	55
HSC (12 th)	Arya Girls Sr. Sec. School, Alwar	Rajasthan Board-Ajmer	2012	75

SSC(10 th)	B L Public School. Sec. School, Alwar(Rajasthan)	Rajasthan Board-Ajmer	2010	72
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Strengths

1. Eagerness to learn highly motivated.
 2. Ability to handle pressure ability to work in a team.
 3. Good in making reports and maintaining documents.
 4. Sound knowledge of accounting principles.
- 5 Currently I am working in SAP

Hobbies

1. Internet Surfing.
2. Extracting new information.

Personal Information

Name:	Meenakshi Chauhan
Nationality:	Indian
Marital Status:	Unmarried
Date of Birth:	24 th December.1994
Address:	House no 174 sector 15 part 2 Housing Board colony Gurgaon (Haryana)
Permanent Address	H.K.M. Nager behind sales tax office Alwar (RAJ)

I hereby declare that the information mentioned above are to the best of my knowledge.

Place:- Gurgaon

(Meenakshi)