

CURRICULUM VITAE

SHAILLY CHAUHAN

Permanent Address:

Housing Board, Sec - 1

Bhiwadi

Distt - Alwar

Rajasthan-301019

Mobile -7297896759,9352190188

Email - shaillyc04@gmail.com

CAREER OBJECTIVE:

To best utilize my knowledge & professional skill in serving the organization with loyalty and commitment.

EDUCATIONAL QUALIFICATION :

Class	Trade	Board/University	Year
10th	High School	CBSE Board Alwar (Raj.)	2014
12th	Intermediate	HBSE Board Haryana	2016
Graduation	B.com	MJP Rohilakhand University, Bareilly (UP)	2019
P.G.	M. BA (Finance)	Sighania University Jhunjhunu (Raj.)	2021

COMPUTER QUALIFICATION :

- 6 Months Computer Diploma in RS-CIT (RKCL).
- Accounting Knowledge of Tally ERP-9 & Busy-21.

WORKING EXPERIENCE :

- 3 Year Experience as a **Junior Accountant** in **M/s. Garg & Associates**, Ganpati Plaza, Bhiwadi (Raj.) from June 2019 to April 2022.
- Worked with **Chandigarh Maharashtra Logistics Solutions Pvt. Ltd.** Bhiwadi as an Account from April 2022 to till date.

Job Profile:

- English Typing (Speed/Wpn-35)
- Making EWB (E-way Bill) Generation
- Sale & Purchases Bills Entries in Tally & Busy.
- Accounting & Bussiness Knowledge.
- Basic Knowledge of HR Department.

Computer Skills:

- Documentation skills & Problem solving
- Ability to create and update documentation

STRENGTH:

- Good communication skills
- Comfortable in Team work

PERSONAL DETAILS:

Name : SHAILLY CHAUHAN
Father Name : Sh. VIJAY SINGH CHAUHAN
Date of Birth : 01/04/1997
Marital Status : Unmarried
Gender : Female
Nationality : Indian
Language : Hindi & English

DECLARATION:

I hereby declare that the information furnished by me is true and correct to the best of my knowledge and belief.

Date:

Place:

Signature
(Shailly Chauhan)