

CAREER OBJECTIVE

To work in a challenging environment, demanding all my skill and efforts to explore and adapt myself in different fields and realize my potential and contribute to the development of organization with impressive performance.

WORK EXPERIENCE

NEOGEO INFO TECHNOLOGIES PVT. LTD.(MIS Executive)

Vasundhara Ghazlabad U.P, (from march 2021 to 31-03-2023).

- Managing Data on a web-based application.
- Quality Analysis of primary data surveyed from filed.
- Conduct household surveys through mobile applications.
- Creating KMLs on Arcgis software.

GS CHAWLA & CO(CA Firm)(Accountant) (From 01-04-2023 to 21-11-2024)

- Tally Prime,Bank reconciliation, GST,ITR(From 01-04-2023 to 21-11-2024)

MONEY COMPOUND (Accountant and Back office operation) (From 23/12/2024 to till date)

- Mutual fund operation.
- Zoho CRM & zoho books software.

EDUCATIONAL QUALIFICATIONS

DEGREE/EXAMINATION	INSTITUTE/UNIVERSITY/ BOARD
Persuing M.COM Final year	IGNOU
Graduation (B.COM) 2016-2019	DELHI UNIVERSITY
Intermediate 2016-2017	CBSE BOARD

COMPUTER PROFICIENCY

- Well versed with Power Point, MS-Excel, MS-Word & Tally ERP 9.
- Worked with MS- Office, Internet.
- English Typing Knowledge.
- Basic knowledge of Computer.

- Determination, dedication, and discipline
- Willing to learn and adopt to new opportunities and challenges

PERSONALDETAILS

D.O.B. : 14/07/1997
Father's Name : Mr. Rakesh Pal
Gender : Female
Marital Status : Unmarried
Hobbies & Interests : Reading & Writing
Nationality : Indian