**POOJA CHAUHAN**

**Address:**E-2/47, Street no.1, 5th Pusta, Sonia Vihar Delhi-110094

**Mobile:** 8512074981    **E-Mail:** pc35648@gmail.com

**Career Objective**

I will contribute my skills with hard work in progress of the organisation. I can use my knowledge skills, both as a professional and as a human being to achieve the organizational goals.

**Professional Experience/ Work Profile**

Worked in **Finanza Management Services LLP**, Mayur Vihar Phase-1, New

Delhi as a Manangement Trainee since January, 2017 to March, 2018 .

* Regsitration of GST and preparing data for GST return.
* Filing of GST return GSTR-3B, GSTR-1 & prepare E-way Bill.
* Filing Statutory Documents with MCA.
* Preparing and Uploading e-form MGT-7, AOC-4, DIR-3, DIR-3KYC, DIR-12 etc.
* Book Keeping i.e. Payment Voucher, Receipt Voucher, Bank Reco, General Entries etc.

Currently work in **Mohit Enterprises,** 1983 Katra Lacchu Singh Bhagirath Palace Chandani Chowk Delhi as a Accountant.

**Educational Qualification**

* Pursuing M.com from IGNOU
* Graduated (B.com) from Delhi University in 2017.
* Passed Senior Secondary from CBSE in 2014.
* Passed Secondary from CBSE in 2012.

**Technical Qualification**

* MS Office, Outlook, Mailing, Net Browsing, Basic Knowledge of Computers.
* Tally ERP, Tally 9.
* Busy 18

**Personal Vitae**

**Name                                                 :**Pooja Chauhan

**Date of Birth                                    :**September 05, 1997

**Father’s Name                                 :** Sh. Khem Singh Chauhan

**Mother Name                               :**Smt. Deepa Chauhan

**Marital Status                                  :**Single

**Nationality                                       :**Indian

**Language Known                            :**English, Hindi

**Declaration**

 I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date:**

**Place: Delhi                                                                                                             (Pooja Chauhan)**