

PRIYANSH CHHABRA

Address :

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Mahindra Park, Rani Bagh,
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CAREER OBJECTIVE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and skills towards the growth of organization

Year(s)	Qualification - Degree / Diploma / Certificate	Board/University
2019 -	PURSUING (M.COM)	IGNOU UNIVERSITY
2015-19	B. COM	IGNOU UNIVERSITY
2013	12 TH	CBSE
2011	10 TH	CBSE

CARRIER HISTORY

RK TRADING

Duration: MAR 2014- APR 2017

Designation: ACCOUNTANT

- Place the Order's to suppliers & follow.
- Maintain Record Style wise Job work done outside Computerized.
- Delivered superior level of service to a diverse clientele.
- Assisted customers with billing payments.

HARDWARE GALLERY

Duration: APRIL 2017- CURRENT

Designation: ACCOUNTANT

- Day to day accounting.
- Researched and resolved billing issues efficiently.
- Processed a high volume of orders with a high degree of efficiency, which aided in customer satisfaction.
- Provided technical support to existing customers
- Displayed professional and courteous service skills to customers
- Prepared invoices and reports
- Established and maintained the office filing system.
- Assisted clients with the collection of payments from outstanding accounts receivable on a monthly basis.
- Obtained and matched PO numbers to delivery slips to ensure prompt receipt of payment.

- Created and maintained new and existing customer contracts.
- Answered customer questions and solved problems according to [company name] standardized procedures
- GST Return.
- Job Work.

COMPUTER PROFECIENCY

Operating Systems : Windows (XP/7/8/10).
Software Skill : MS Office (Word, Excel, PowerPoint).
Technical Knowledge : Accounting Software-**Tally, Busy.**

PERSONAL DETAILS

Date of Birth : 30-04-1996
Father's Name : Sh. Vijay Chhabra
Mother's Name : Mrs. Kavita Chhabra
Category : General
Gender : Male
Nationality : Indian
Home Town : New Delhi
Mobility : Willing to relocate anywhere in India.

I declare that the details above are correct and true to the best of my knowledge.

(PRIYANSH)

