

Meenu Chauhan

Accounts Executive



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Phone Number: 9654561536

Background

I have total work experience of 3 Years in BPO Industry.

Key Skills

- Proficient user in Microsoft excel, Word, Outlook
- Time management
- Strongly committed to assigned work
- Responsible & punctual

Education

Masters, Diploma

Post Graduate Diploma In Applied Finance And Accounts -(2016)

NIIT

Noida, Uttar Pradesh

Bachelor of Business Administration (B.B.A)

(2014)

Institute of Management Studies, (IMS)

Noida, Uttar Pradesh

10+2

Assisi Convent School (2011)

CBSE Board

Noida, Uttar Pradesh

Work Experience

Accenture Services Pvt. Ltd.
(30TH November 2018- Present)

Fixed Assets – RTR

- Capitalization of Fixed Assets.
- Asset transfer and maintenance. (Cost center change, Cost accounts change, cost addition or modification etc).
- Asset retirement, Disposal (Partial retirement, Full retirement).
- Capitalization Adjustments.
- Adjustment Journal Entries.
- Posting Journal Entries, Month End activities.
- Depreciation Run.
- Balance Sheet Reconciliation.

Ascent BPO Services Pvt. Ltd.
(17th January 2017-10th September 2018)

Tally Operator Executive

- Generation of Invoices & Receipts.
- 2016 Maintaining the inventory.
- Making entries of Purchase & Sale on daily basis.
- Communicating with Customers & Clients for the feedback and solving their queries.

Personal Details

Marital Status : Single

Date of Birth : 16th April 1994

Language Known : English, Hindi

Positive Traits : Confident & Punctual.