

CURRICULUM VITAE

Miss Maanshi Jain



BRANCH:

COMMERCE/FINANCE/
ACCOUNTS

Address:

Present :

C/o P.C.Kalita, Milan path
Near Bright Future English High
School,
Bhutnath
GHY-781009
DIST- KAMRUP
Assam

Permanent :

C/o P.C.Kalita, Milan path
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School,
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GHY-781009
DIST- KAMRUP
Assam

E-Mail: jainmaanshi26@gmail.com

☎: +919613447853

Personal Data:

Date of Birth : 22.09.1995

Sex : Female

Marital Status : Unmarried

Nationality : Indian

Mother tongue : Hindi

Religion : Hindu

Career Objective

To work in a dynamic environment that utilizes my knowledge and contributes to the overall growth and profitability of the company through application of analytical and technical skills. Seeking a position to utilize my skill and abilities in the organization that offer growth while being resourceful, innovative and flexible and provides for ample growth opportunities.

Education

3-year B.com Degree Course in Gauhati Commerce College (Accounts Major) under Gauhati University (Completed by June 2017).

SCHOOL & HIGHER SECONDARY & GRADUATION:

CLASS	BOARD	NAME OF SCHOOL/COLLEGE	YEAR	%/CGPA
10 TH	C.B.S.E	MAHARISHI VIDYA MANDIR	2012	9.8 CGPA
12 TH	C.B.S.E	DON BOSCO SCHOOL	2014	90.4 %
B.COM	G.U.	GAUHATI COMMERCE COLLEGE	2017	7.5 CGPA

Computer skills and other additional experience

- Operating System : Windows 2000/XP, 7, 8, 10
- Tally ERP 9.0
- Microsoft Office Tools: MS Word, MS Excel. MS Powerpoint
- Computer Fundamentals.
- Standards of Accounting, Data entry, managing vendor accounts, handling payroll, tax understanding.
- GST: Returns Submission, Reconciliation, Maintain ledgers and preparation of various reports and summary.
- Filing of Income Tax returns and TDS returns.

Other Activities

- Part of a CA Firm and the tax audits carried out in the year 2018-19.
- Assisted in Bank Audits of banks such as UCO Bank in Guwahati and helped in the execution of audit planning, drafting and follow up in verification.
- Certification of GOLD AUDITOR COURSE completed from Sonal Gold Institute India.
- Currently doing certification of Certified Financial Planner(CFP) administered by U.S Based FBSB Ltd.

Work Experience

- Currently employed as an Accounts Executive in Ragi Mercantile Pvt.Ltd. since May,2019
- Previously worked in a CA Firm(PKRJ & Associates) as an Accounts Assistant from January,2018 till April,2019

Hobbies

- Dancing and listening songs.
- Meeting new people, Travelling
- Watching cricket match and movies.



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Family Background:

Father's Name :
MR. PRADEEP KUMAR JAIN

Mother's Name :
MRS.MANJU DEVI JAIN

Sister's Name :
MISS JUHI JAIN

No. of members in the family:
4(FOUR)

Languages Known

- English, Hindi, Assamese

Additional skills

- Active listener and interpersonal skills.
- Problem Solving and management skills.
- Understanding other approaches of working style.
- Written and verbal communication skills, e-mail etiquettes.

Personal Strengths

- Confident and yet cool.
- Flexible Enough to learn from mistakes, Positive attitude, Hard working.
- Self Confident, Good analytical Skill.
- Ability to handle multiple tasks on a daily basis.

Declaration

I hereby declare that the above information is true to the best of my knowledge.

(Maanshi Jain)





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