# **CHESTA SACHDEVA TALREJA**

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**Career Objective**

Motivated and experienced individual seeking Accountant position in an organization that offers challenging work environment and allows career advancement through best use of my knowledge and skills.

**Career Profile**

* Detail-oriented, efficient and organized professional with extensive experience in accounting system.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal Communication.
* Trustworthy and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**Certification and Achievements**

* Certification on **Tally** from NIIT
* Backend merchandising certification from Limeroad.com

**Organizational Experience:**

**The Global Academy School May 2018 to till date**

Name of Position: Accountant

Name of Department: Accounting Admin

**Key Responsibilities**

* Making of Cash and ledger Accounts for Months, Quarter and Year-End Close.
* Billing and collection.
* Maintaining Bank Balance information.
* Maintaining Petty Cash records.
* Managing and interacting with teams of Professionals in all business division and sectors such as Company Executive, Internal Audit team, Account Division, Production Division, Maintenance Division, Etc.
* Working on MIS reports and presentation required for school administration.
* Co-coordinating with school staff for their routine work.
* Ensuring that the Company’s Accounting records are prepared and updated accurately and in a timely manner.

**Team lease May 2015 to January 2016**

Name of Position: Executive

Name of Department: Backend

**Client Giesecke & Devrient India Pvt. Ltd. (Gurgaon).**

**Key Responsibilities**

* Developed co-ordination with Bank and engineers.
* Experienced in handling first level support for bank
* Assigned the site to engineers and monitored them
* Prepared and maintained reports and claims
* Worked on Data management on ERP software i.e SAP

**LIMEROAD. COM Aug 2014 to May 2015**

Name of Position: Visual Merchandising

Name of Department: Backend Merchandising

**Key Responsibilities**

* Handled exterior signage along with marquees.
* Designed props.
* Co-ordinated with Supplier.
* Performed Interior Designing.
* Created Window displays, signs and layouts.
* Designed principal- harmony, lighting, color, emphasis, rhythm, proportion and balance.

**Skills**

* Basic knowledge of MS office, **Tally ERP 9,** CorelDraw, Photoshop.
* General ledger Accounting.
* Accounts Receivable /Account Payable.
* Bank Reconciliations.
* Financial Statements Preparation and Analysis.

**Strengths**

* Eagerness to learn new technologies, quick learner and a good team player
* Strong communication and inter-personal skills with tendencies toward aligned action

**Educational Qualification**

* MSC form Institute of Apparel Management, GURGAON, 2014
* Graduate in commerce from AND collage Kanpur in 2012

**Personal Detail**

Nationality : Indian

Gender : Female

Marital Status : Married

Languages Known : English and Hindi

Passport No : M5918943

Current Location : Electronic city (Bangalore)