



SUMMARY

Detail-oriented and organized accounting graduate with a strong work ethic, proficient in Microsoft Office and Tally accounting, seeking an entry-level accounting position where I can leverage my skills to contribute to a company's success.

EDUCATION

- 10th Grade, R K L M Girls Senior Secondary School | 2013 – 2014
- Certificate of Higher Education | 2015 – 2016 Secondary Education from Chowgule Public School
- Diploma in International Business, International Institute of Technology and Management | 2020
- Bachelor of Business Administration (BBA), Guru Jambheshwar University | 2021

SKILLS

- Tally ERP & Tally Prime Proficiency
- Invoicing & Billing Accuracy
- MS Excel & MS Office Suite
- Basic Accounting Knowledge
- Communication & Team Collaboration
- Willingness to Learn and Adapt

CERTIFICATIONS

- CCT Certification in Microsoft Office | 2017
- Tally Accounting Package Certification, CCT | 2025

PROFESSIONAL EXPERIENCE

Service & Invoicing Assistant

Primeover Mobility Technologies Pvt. Ltd., Gurugram |
Dec 2024 – March 2025

- Managed service operations and consistently met quality and service time targets.
- Prepared and processed invoices accurately, contributing to timely billing and revenue collection.
- Collaborated effectively with the team to achieve departmental objectives.
- Resolved client complaints through clear communication and proactive problem-solving.

Hobbies & Interests

- Continuous learning in finance and accounting
- Practicing mindfulness for improved concentration
- Conflict resolution & team-based problem-solving
- Dedicated to quality work and early task completion

Personal Information

- Date of Birth (DOB) - 24/12/1998
- Marital Status - Unmarried
- Nationality - Indian
- Gender - Female