

## **CURRICULUM VITAE**

**MEENAKSHI**

**# 2875, Sec-56, Chandigarh**

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### **CAREER OBJECTIVE:-**

Seeking an opportunity to work in a constructive environment, learn new skills and enhance the same to fulfill organizational goals. Capable of working independently with minimum supervision and committed to high quality service of every project with focus of health safety and environment issue.

### **ACADEMIC PROFILE:-**

- M.com from Panjab University Chandigarh in 2014.
- B.com from Panjab University Chandigarh in 2012.
- Intermediate (10+2) from C.B.S.E in 2009.
- Matriculation from C.B.S.E in 2007.

### **SOFTWARE PROFICIENCY:-**

- Hands on experience in various computer applications like MS Office, Tally, etc.
- English typing 30 words per minute.

### **JOB EXPERIENCE (5 years) as on January, 2020:-**

- Worked in “**BS Enterprises Immigration**” as **Cashier** from **April, 2011 to October, 2011**.
  - Follow-up with employees & Vendors for the recovery of advance issues.
- Worked in “**Private Firm**” designation as **Accounts Assistant under CA** from **Nov, 2011 to Dec, 2012**.
  - Expense verification and processing to meet daily targets.

➤ Worked in “**D-Line Chemicals Pvt. Ltd.**” designation as **Accounts Executive** from **Jan, 2013 to Oct, 2013.**

- Ensuring timely booking of the expenses and payments.
- Preparation of manual payment file.
- Processing advances to employees & Vendors.

➤ Worked in “**DSOI**” designation as **Accounts Executive** from **Dec, 2014 to Sep, 2016.**

- Preparing salary recovery data and providing the same to payroll team.
- Monthly connect with the Senior Management for their issues and feedback.

➤ Worked in “**Grey Matters**” designation as **Accounts Executive-cum-Cashier** from **Nov, 2018 to Jan, 2020.**

➤ Worked in “**Fatbelley Foods Pvt. Ltd (Uncle Jacks)**” as a **HR Manager cum accounts executive** at Phase-2 Chandigarh from **1st Feb2020 to 31<sup>st</sup> May 2021.**

➤ Worked in “**Allena Autos Pvt Ltd, D164, Indl area Phase-7, Mohali**” as a “**Accounts Executive**” from **1<sup>ST</sup> june 2021 to 30<sup>th</sup> June 2022.**

➤ Currently working in “**Malke Private Limited, B-5, Indl area Phase-1, Mohali**” as a “**Accountant**” since **July 2022.**

### **STRENGTHS:-**

- Quick learner.
- Believe in team work.
- Problem-solving and decision-making ability.
- Organize, plan and prioritize work according to situation.

### **HOBBIES**

- Playing Badminton, Cooking.
- Listening Music, Dancing,

### **LANGUAGES**

Hindi, English & Punjabi

**PERSONAL PROFILE:**

Name : Meenakshi  
Father's Name : Sh. Vinod Parkash  
Mother's Name : Smt. Beena Devi  
Marital status : Married  
Sex : Female  
Date of Birth : 1-April-1991

Dated:

(Meenakshi)