

RESUME

ANKITA JAIN

3721, Kalo Ka Mohalla,

K.G.B Ka Rasta,

Johari Bazar, JAIPUR(Raj.)302003

Mobile

No.:7014284127,9314369454

Professional Summary:

- To Work In An Organization Where I Can Use My Learning's And Skills For The Growth Of The Organization And For My Self. Analytical Detail-Oriented Professional With Many Years Of Extensive Experience In Providing Exceptional Customer Service. Administering Customer Transactions, And Promoting Company Offerings In The Industry. Exceptionally Organized And Focused, Demonstrating An Outstanding Aptitude To Manage And Balance A Variety Of Financial Transactions In A Fast-Paced Environment.

Professional Qualifications:

- Good Knowledge Of Tally Erp 9.
- Good Knowledge Of HR Management.
- Good Knowledge Of Operations Manager.
- Good Knowledge Of All Finance & Accounting Procedures.
- All Accounts Management.
- Strategic Planning & Fund Management.
- Corporate Accounting.
- Risk & Debt Evaluation & Management.
- Good Knowledge Of Counselling.

Core Competencies:

- Implementing Policies & Reducing Overall Cost For An All Around Development.
- Forwarding Customer Instructions & Managing Customer Centric Operations.
- Client Specific Financial Analysis.

Work Experience:

- 6 years Working Experience in Jhony Arts.(2014-2019)
- 2 years Working Experience in Ichibaan Finance Pvt. Ltd.(2019-2021)
- 7 Months Working Experience in Quick Lend Pvt. Ltd.(2021-2021)
- 1 years Working Experience in Axxess Counsultancy.(2021-2022)
- 2 months Working Experience in Collegedunia.(2022-Till Date)

Education:

- 10th From R.B.S.E.
- 12th From R.B.S.E.
- B.COM From Rajasthan University.

Areas Of Expertise

- Aptitude In Account Coding.
- Collections Proficiency.
- Cash Handling.
- Honest.
- Hard Worker.
- Cash Drawer Balancing.
- Client Relationship Management.
- Exceptional Customer Service.
- Recordkeeping & Documentation.
- Analytical & Critical Thinking.

Languages:

- Hindi.

- English.

Strength:

- Good Communication Skills.
- Ready To Work Hard.

Personal Details:

Husband's Name	MOHIT JAIN
Date Of Birth	07/04/1992
Nationality	INDIAN

Date:

Place: JAIPUR

ANKITA JAIN