

MAMTA SAHU

 9399288971

 mamtasahu7540@gmail.com

 Raipur, Chhattisgarh

CAREER OBJECTIVE

A self-motivated and result oriented B.com student with good knowledge in computers seeking an opportunity in the field of financial accounting and taxation.

KEY SKILLS

- Excellent knowledge of accounting-related concepts.
- Knowledge in preparing accounting related documents like, invoices, bills, purchases, accounts payable and accounts receivable, etc.
- Knowledge in Tally prime and MS Excel.
- Ability to prepare journals and vouchers.
- Good communication skills to coordinate with vendors and auditors.

EXPERIENCE

Accounts department and computer operator (6 months)

PERSONAL DETAILS

- Date of Birth : 16th December 2003
- Gender : Female
- Marital Status : Unmarried
- Father's Name : Suraj Sahu
- Languages Known : Hindi, English
- Hobbies : Reading books and listening to music
- Religion : Hindu

EDUCATION

SECONDARY AND HIGHER SECONDARY SCHOOL

Campion school, Raipur
(CBSE Board)

10th (2020) - 76%

12th (2022) - 80%

BACHELOR IN COMMERCE

Govt. J. Yoganandam chhattisgarh college, Raipur

B.com 3rd year appearing
(2023-25).

DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge and understanding.