

# **Himanshi Chauhan**

Mobile: +919667031794

Email: 18chauhanhimanshi@gmail.com

## **OBJECTIVE:**

To develop a highly profitable career, seeking for a challenging job and healthy work environment where I can utilize my skills, experience and knowledge efficiently for organization goal.

## **PERSONAL QUALITIES**

- Good communication skills.
- Self-confident.
- Ability to work in a team and perform under stress.
- Good team-building ability.

## **ACADEMIC QUALIFICATION**

- BCOM Honours. (2021)
- Intermediate Level – 12th CBSE (2018)
- Metric – 10th, CBSE (2016)

## **PROFESSIONAL EXPERIENCE & CERTIFICATIONS**

### **1. Accubooks Outsourcing Limited**

- Location: Delhi, India
- Duration: 3 Years (Aug'21 to Jun'24)
- Position: UK Accountant

### **2. Accountrust Outsourcing Limited**

- Location: Delhi, India
- Duration: 10 Months (Jun'24 to till date)
- Position: UK Accountant

## **Job Profile**

- Monthly Payrolls, Daily Reporting, Supplier Communication & Payment Handling.
- Posting of Sale & Purchase invoices and Bank transactions & reconciling it.
- Preparation of VAT Returns & Yearend accounts. Reconciliation & Filing of VAT.
- Team management, mentoring existing and new joiners, and sharing best practices in training sessions.
- Preparation of Books & Scrutiny of General Ledger. Tracking the invoices for payments with suppliers
- Knowledge of Accounting Software Xero, Quick Books, Iris, Iris elements & Sage.
- Knowledge of other/merchant Software Eposnow, Clover, Elavon MS Word & Excel.

## **PERSONAL PROFILE**

- Date of Birth: November 22nd, 1999
- Father's Name: Mr. Kushal Singh Chauhan
- Hobbies: Listening to music, traveling, dancing, and reading

## **DECLARATION**

I declare that all the information stated above is true to the best of my knowledge and belief.

Date:

Himanshi Chauhan