

# Mamta Chauhan

### Social Media Marketer

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## **Career Objective**

Looking forward to an opportunity for working in a dynamic, challenging environment, where i can utilise my skills for developing my career and for the growth of the organisation.

## Professional Experience

#### **Briskstar Technologies LLP** Accountant

Aug 2023 - Jan 2024

Ahemdabad

Ability to efficiently manage accounting tasks such as sales, purchases, receipts, payments, GSTR 1 & 3B filing, TDS Challan payments, petty cash management, bank reconciliation, export invoice processing, payroll preparation, and PF & PT filing with ease and expertise.

**DCB INDIA** Mar 2022 - Jul 2023 Accountant Ahmedabad

I am proficient in managing various accounting tasks such as sales, purchases, receipts, payments, GSTR 1 & 3B filing, TDS challan payments, petty cash management, bank reconciliation, and exporting invoices. I am also knowledgeable in utilising ZOHO software for accounting purposes.

#### **Team Rotek Engineering Pvt Ltd Junior Accountant**

Iul 2021 – Dec 2021

Ahmedabad

Performing account-related tasks such as generating invoices, compiling data for GST filings, and reporting to the supervisor.

### **Education**

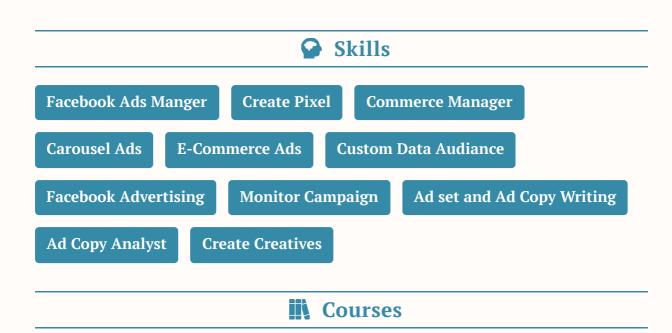
2019 - 2021M.com J G college of Commerce Ahmedabad **B.com** 2016 - 2019

Somlalit college of commerce

Ahmedabad



## **Certificates**



# Languages

Feb 2024 – present

Ahemdabad

Gujarati

**Digital Marketing** 

**Digital sandeep Academy** 

Hindi

English