



# Mamta Chauhan

## Social Media Marketer

✉ mnchauhan.2264@gmail.com ☎ 9998461686 📍 Ahmedabad

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### Career Objective

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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.

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### Professional Experience

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#### Briskstar Technologies LLP

Aug 2023 – Jan 2024

##### Accountant

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

Jul 2021 – Dec 2021

##### Junior Accountant

Ahmedabad

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

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### Education

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#### M.com

2019 – 2021

J G college of Commerce

Ahmedabad

#### B.com

2016 – 2019

Somlalit college of commerce

Ahmedabad

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### Certificates

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Facebook Marketing



## Skills

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Facebook Ads Manger

Create Pixel

Commerce Manager

Carousel Ads

E-Commerce Ads

Custom Data Audiance

Facebook Advertising

Monitor Campaign

Ad set and Ad Copy Writing

Ad Copy Analyst

Create Creatives

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## Courses

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Digital Marketing  
Digital sandeep Academy

Feb 2024 – present  
Ahemdabad

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## Languages

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Gujarati

Hindi

English