

RESUME

DIMPLE CHAUHAN

Address – G-1 Block J 1037 Phase-6
Aya Nagar New Delhi - 110047
Contact No - +919971830448
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CAREER OBJECTIVE

A challenging position in an organization where I could enhance my experience and knowledge in conjunction with the company's goals and objectives.

EDUCATIONAL QUALIFICATION

- 10th passed from C.B.S.E Board in year 2015.
- 12th passed from C.B.S.E Board in year 2017.
- Graduation complete from SOL Delhi University in year 2021

ACADEMIC QUALIFICATION

- 1 year Computer Diploma from AICT

EXPERIENCE

- One Point One Pvt.Ltd. 6 Month Experience as Sales Executive
- Real estate from NXT GEN PROPMART 1yr experience as Inventory Executive
- PSM Global Impex Co. 2 year Experience for Import Department as Purchase Executive.
- Algorithm Pvt Ltd. (Maxwhole Sale) at Mahipal pur 1.5 year Experience As Customer service.
- Currently Working Trigon Synergies Pvt.Ltd. Limited as Accounts Executive.

Role & Responsibilities

- Make MIS as per monthly basics.
- Preparing account statement for customer.
- Informed customers about billing procedures, Processed payments.
- Consulted with customers to determine best method to resolve service and billing issues.
- Documented conversations with customers to track requests, problems and solutions.
- Input data into digital system for recordkeeping.

Hobbies

- Surfing internet

PERSONAL DETAILS

Father's name	Mr. Bikram Singh Chauhan
Date of birth	01/09/1999
Religion	Hindu
Gender	Female
Language known	Hindi & English
Nationality	Indian
Marital Status	Unmarried

DECLARATION:-

I hereby declare that all the information given in the application is true and correct to the best of my knowledge and belief.

Place:

Date:

DIMPLE CHAUHAN