

SHIVANI THAKUR



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📍 Hamirpur, H.P (India)

CAREER OBJECTIVE

To join an organization that provides better results to sincere efforts and opportunities to rise. Shape my professional career and guides it on a progressive path, allowing me to grow with the organization.

SKILLS

- Positive Attitude
- Customer service
- Communication
- Self Confident
- Dedicated about my work

LANGUAGES

- Hindi
- English

PERSONAL DETAILS

- **D.O.B**- 03-Dec-1999
- **Father** - Surender Kumar
- **Nationality**- Indian
- **Marital Status**- Unmarried

EDUCATION

BACHELOR OF SCIENCE

2020 (Swami Vivekanand Government College (HPU UNIVERSITY)

INTERMEDIATE

2017 Govt. Senior Secondary School Ladraur (HP BOARD)

MATRICULATION

2015 (Govt. Senior Secondary School Ladraur (HP BOARD)

PROFESSIONAL QUALIFICATION

- One Year Course for Graphic Designer & Vedio Editing. (Photoshop, Corel, Illustrator, Indesign, Premiere Pro, After Effects).
- Six month course for Tally ERP9.

EXPERIENCE

Accountant, Cashier & Back Office

Nov-2020 to Mar-2025 (Mahindra Platinum Vehicle Llp, Mohali, Punjab (India)

- Coordination with customers, Responsible for Handling and Analyzing Data, preparing records, Maintaining Files
- Monitoring the stock register, Cash Handling, managing email communications and filing systems.
- Supporting front office and sales teams with internal coordination.
- Preparing daily/weekly/yearly reports and maintaining records in MS Excel, Google Sheet.

Declaration

I solemnly hereby declare that the above information provided by me is true to the best of my knowledge. I assure that if a chance is given to me for working under your kind humble supervision. I will prove myself up to the high standards set by your reputed organization.