



MONIKA DHRANIA

- Accountant -

Contact

Address: India

Phone: 0582288290

Email: m1993mdhrania@gmail.com

Personal Information

Full Name : Monika Dhrania

Date of Birth : 10-02-1993

Nationality : India

Gender : Female

Passport & Visa Details

Passport No : Y 1936302

Issue Date : 09th April 2024

Expiry Date : 08th April 2034

Visa Status : Visit Visa

Languages Known

→ English

→ Hindi

→ Punjabi

Career Objective

To make a Positive contribution as a part of your dynamic and well-reputed organization in a position where my management, decision making, and communication skills will be appreciated and enhanced.

- Very energetic result oriented and organized.
- Extremely hardworking self-motivated.
- Positive attitude and strong sense of responsibility.
- able to work independently in a team environment under supervision.
- Effective time management.
- Ability to work under pressure.

Work Experience

- Sahara India Bank
 - ❖ Operator, Cashier and Data entry for the time period of 01 years.
- Max International School
 - ❖ Accountant for the time period of 01 years.

Computer Skills

- Basics
- M.S

Duties and Responsibilities

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.

Educational Background & Qualification

- MBA in Finance –Institute Rambha Indri
- B.com –JCMM college Assandh

Declaration

I hereby declare that the above information is true and correct according to the best of my knowledge & My Experience. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response.

MONIKA DHRANIA