

# Priyanka Dhiman

## **Accounts Assistant**

Scarborough, ON

[priyanka408b@gmail.com](mailto:priyanka408b@gmail.com)

+14379873897

## Work Experience

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### **Accounts Assistant**

MM & Associates

October 2017 to November 2018

- Performed basic bookkeeping, data entry, answering phone calls and processing the mails.
- Maintain and update general ledgers
- Assisted in audits with seniors.

## Education

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### **Graduate Certificate in Financial Planning and Wealth Management**

Lambton College Toronto Campus

May 2019

### **Bachelor of Commerce in Commerce**

Janki Devi Memorial College (Delhi University) - Delhi, Delhi

July 2014 to June 2017

Sarvodaya Girls Sr. Sec. School West Vinod Nagar

April 2013 to March 2014

## Skills

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MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than 1 year)

## Certifications/Licences

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### **Data entry**

### **Security Guard License**

July 2019 to August 2020

### **First Aid & CPR Level C**

May 2019 to May 2022

## Additional Information

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#### Software

- Microsoft office.
- Web Browsers
- Google applications

#### Others

- Language Spoken- English, Hindi and Punjabi.
- Expertise in building long term relationships with customers to ensure loyalty.
- Ability to produce best results in high pressure environment.