






# MAHIMA KOYA

 MUMBAI, Maharashtra

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## SKILLS

Documentation  
Clear Communication Skills  
Willingness to learn  
Time Management  
An expert in managing social media  
A good team player  
Database Management  
Ability to Achieve new targets

## COMPUTER PROFICIENCY

MS WORD  
MS EXCEL  
TALLY  
MS POWERPOINT  
WINDOWS XP

## LANGUAGES

English  
Hindi  
Gujarati  
Marathi

## PERSONAL INTERESTS

DANCING  
TRAVELLING/ EXPLORING  
NEW PLACES

## PROFILE • ABOUT ME

Pursuing COMPANY SECRETARY COURSE AT INSTITUTE OF COMPANY SECRETARIES OF INDIA  
Cleared CS EXECUTIVE And CURRENTLY IN CS PROFESSIONAL LEVEL

## EDUCATION

**SSC(10th),** Completed  
Our Lady Of Remedy High School June 2014  
SSC – Marks 89%, Division I  
MUMBAI, Maharashtra

**COMMERCE, HSC (12th),** Completed  
Mithibai College of Arts, Commerce And Science May 2016  
HSC – Marks 60%, Division II  
MUMBAI, Maharashtra

**ACCOUNTING, Bachelor of Commerce,** Completed  
MUMBAI UNIVERSITY August 2019  
BCOM – Marks 60%, Division II  
MUMBAI, Maharashtra

**LAW, Bachelor of Laws,** Pursuing  
M.K.E.S LAW COLLEGE  
LLB  
MUMBAI, Maharashtra

## WORK EXPERIENCE

S GEMS June 2019  
**ASSISTANT ACCOUNTANT/ADMIN** - December 2020  
MUMBAI, Maharashtra

i have a work experience of 1.5 years at S Gems as an assistant accountant and gained further knowledge about Tally ERP , Tds Filing , Gst Return Filing and other Admin Work such as arranging meetings, scheduling business trips, documentation, filing paper work meticulously with detail orientation

ASHOK AJMERA AND ASSOCIATES January 2021  
**INTERN** - April 2021  
MUMBAI, Maharashtra

## DECLARATION

LISTENING MUSIC  
BADMINTON  
SURFING



**PERSONAL  
INFORMATION**

**Birthday**

18/09/1998

**Gender**

Female

**Marital Status**

Single

**Father's Name**

Mr. AJAY KOYA

**Nationality**

Indian

**Address**

A/404 Om Siddhivinayak Sector  
2 Plot 50 Opp Anand Mangal Hall  
Charkop Kandivali West Mumbai  
400067  
MUMBAI - 400067  
Maharashtra

I, Mahima Koya, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Mahima Koya

MUMBAI, Maharashtra

30/11/2021