Sakshi.359227@2freemail.com

**SAKSHI**

**Objective:**

To secure a promising position in a leading organization that offers both a challenge and a good opportunity for growth and to effectively contribute and enhance my skills.

**Academics:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Year of Passing** | **University/ Institute** | **Specialization** |
| **MCOM (ABST)** | 2015 | Kota university | **Accountancy** |
| **B.COM** | 2013 | JDB Girls college, Kota university | **Commerce** |
| **Senior Secondary** | 2010 | L.A.S.E.A School | **Commerce** |

**Experiences**

* Worked with Chartered Accountant Firm for **2 years**
* **Working Areas**->Preparation of TDS return, Service Tax return, Income Tax Return, Wealth Tax return and filing thereof.
* Handling various Audit assignments & Preparation of Form 3CA and 3CD for Tax Audits & Drafting Audit Reports for Company as per CARO (Co. Audit Report Order).
* Workout tax liability of Vat, TDS and Filing the Return for the same.
* Preparation and finalization of financial statements of business.
* Registration of Service Tax and Employee Provident Fund.
* Registration of Contractors on Electronic Tendering system and filing the Tender.
* Work on Tally Software.
* Form VAT-55 [see rule 63(3)] certified Tax Practitioner by Government of Rajasthan Commercial Taxes Department.
* Worked with a Coaching Institution and delivered Accounting knowledge to students along with three months English Spoken crash course class.
* Worked in Administration Department of School for1 year.
* **Works involved** –Create and maintain spreadsheets using advanced excel functions and calculations to develop reports and lists.
* Assign duties to staff members.
* Manage daily office operations and maintenance of equipment.
* Perform all administrative duties.

**Skills**

* Good knowledge in computer field
* Have good communication skill
* To explain complicated things in simple way
* Leadership quality
* Work in harmony

**Computer skill:**

* Microsoft word ,excel
* Tally ERP.9
* Passed Government certified computer course (RSCIT)

**Extra-Curricular:**

* Coordinated farewell in class 11th and in college 2nd year.
* Helped victims of earthquake by collecting money and clothes from school students.
* Participated in VIHASA (VALUE IN HEALTH CARE - A Spiritual Approach) certified course.
* Conducted Motivational Classes for School Students.
* Invited for delivering speech on Environment which was broadcasted by ALL INDIA REDIO (AKASHVANI).

**Achievements:**

* Won lots of prizes in drawing competition at school level.
* Stood 2nd in Model making competition in class 10th.
* Won 3rd prize in basket ball competition at School level.

**Hobbies:**

* Playing basket ball
* Listing to music
* Art and craft
* Playing Instrument
* Reading Novels

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:-

Place:-