

# Divya Nayak

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Opp-Mangaldeep school  
Vyaswadi Nava Vadaj  
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## Career Objective

To pursue a challenging career in the field of professional accounting and contribute constructively to the organization while being resourceful, innovative and flexible

## Academic Record

| Year | Degree | University         | Remarks |
|------|--------|--------------------|---------|
| 2019 | M.Com  | Gujarat University | PASS    |
| 2017 | B.Com  | H.N.G.U            | PASS    |
| 2014 | H.S.C  | Gujarat board      | PASS    |
| 2011 | S.S.C  | Gujarat board      | PASS    |

## Professional Qualifications

- Pursuing **Certificate Course in Professional Accounting (CCPA)** from Six Sense skill development, Ahmedabad
  - **Acquired skills:** Double Entry Accounting, Banking Transactions and Reconciliation, Taxation, GST, Working knowledge of other accounting software - Tally 9, Professional knowledge of MS Office and Internet applications

## Career Interest

- I aspire to develop an enriching career in accounting sector where I will hone my skills.

## Strengths

- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organized with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team

### **Hobbies**

- I like listening songs
- Travelling
- Reading

### **Declaration**

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

Place: Ahmedabad

Date:

**Divya Nayak**