



# Sushma Sharma

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## ABOUT ME

Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

## SKILLS

- US Taxation
- Quickbooks
- Microsoft Office
- Quick Learner
- Communication Skills
- Effective Time Management

## LANGUAGES

- English
- Hindi

## HOBBIES

- Cooking
- Reading Books
- Listening Music

## WORK EXPERIENCE

### KMK Ventures Pvt. Ltd.

#### Nov 2023- Present

- Tax Staff  
(US Taxation)

### EAdvance Advisory Services LLP

#### Dec 2022- Oct 2023

- Accounts Executive  
(US Accounting)

## EDUCATION

### ICAI

- Intermediate Group 1

### JDB Girls Commerce College | 2020

- B.Com

### St.Joseph Public School | 2017

- 12th - 78%

### St.Joseph Public School | 2015

- 10th - 9.0 CGPA

## INTERNSHIP

### B. Vishal & Co | 2020-2022

- Article Assitant