



SONALI KHATRI



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Ahmedabad, Gujarat

Professional Summary

Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Skilled at handling Audit projects and Balance Sheets. Knowledge and understanding of various Accounting and Finance tools.

Skills

- Flexible and adaptable to change
- Excellent communication skills
- Punctual
- Compassionate

Software Skills

- Ms Word
- Ms PowerPoint
- Tally Prime
- Ms Excel
- Ms Access
- Photoshop & PageMaker

Work History

Fresher

Education

- P.G.D.C.A. with 80% from Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal. (2019-2020)
- M.Com with 71% from Vikram University, Ujjain (2014-2016)
- B.Com with 69% from Vikram University, Ujjain (2011-2014)
- D.C.A. (Diploma in Computer Application) with 77% from Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal. (2012-2013)
- 12th Commerce with 68% from H S Excellence School No.1, mandsaur,
- Madhya Pradesh

Languages

- Hindi
- English

Hobbies

- Learning new things
- Art & Craft

Self-Declaration

I hereby declare that the facts and evidences given by me in the above Information are true, complete and correct to the best of my knowledge and Belief

Sonali Khatri

Place: Ahmedabad