

Khushi Aadeshara

✉ khushiaadeshara510@gmail.com 📞 6353942443 📍 Vadodara

Application for the position of Accounts and Finance Intern

May 15, 2023

Dear Sir or Madam,,

By means of this letter I would like to inquire about the possibility of filling an outstanding internship position at Your Organisation. My preference would be to fill the position of Accounts and Finance Intern.

I would describe myself as someone who is Opportunistic and great learner. Combined with my experience, I believe that I can make a valuable contribution to your organization. I see the position of Accounts and Finance Intern as the perfect next step in my career. In the position of Accounts and Finance Intern I expect to be able to develop myself further as a professional.

I would like to further explain my motivation for the position of Accounts and Finance Intern during a personal meeting. You can reach me either by phone via 6353942443 or by email via khushiaadeshara510@gmail.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Khushi Aadeshara

Khushi Aadeshara

Second Year Student

✉ khushiaadeshara510@gmail.com 📞 6353942443 📍 Vadodara, Gujarat

Profile

Seeking a beginner role to enhance and explore my knowledge.
Possess excellent communication skills and have an eye for detail.
Looking to utilize my leadership skills in an esteemed organisation.

Education

Bachelor of Commerce (Honours) The Maharaja Sayajirao University of Baroda, Vadodara I am currently pursuing my Undergraduate degree specialising in Accounts and finance. In my Two years of studying I have gained knowledge in subjects like: <ul style="list-style-type: none">• Taxation• Economics• Management Accounting	Oct 2021 - Present
12th Gujarat Higher Secondary Education Board Shri Bhushan High School, Rajkot Percentile Rank: 99.96	Mar 2020 - Jun 2021
10th Gujarat Secondary Education Board Sri Sathya Sai Vidya Mandir, Ahmedabad Percentile Rank: 99.71	Apr 2018 - Apr 2019

Employment

Executive Role Nilesh Dasadiya, Ahmedabad <ul style="list-style-type: none">• Confirmed appointments, communicated with clients and updated client records.• Operated cash register for cash, check and credit card transactions with excellent accuracy levels.	Oct 2021 - Nov 2021
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Personal details

Date of birth	October 5, 2003
LinkedIn	linkedin.com/in/khushi-aadeshara-146152234

Skills

Microsoft Office	<div></div>
Communication	<div></div>
Time Management	<div></div>
Teamwork	<div></div>
Adaptibility	<div></div>
Tally	<div></div>

Languages

English	<div></div>
Hindi	<div></div>
Gujarati	<div></div>
French	<div></div>

Extracurricular activities

Treasurer	Oct 2022 – May 2023
<ul style="list-style-type: none">• I worked as a Treasurer under the banner of Honours Students' Link, MSU Baroda .• Being a Treasurer, I handled all the monetary requirements of the Link and prepared and maintained books of accounts with excellent accuracy levels.	

Certificates

Certificate of Completion	Jun 2022
Successfully completed The Metvy Business Program, involving understanding of business fundamentals and performing allotted tasks diligently.	
Letter of Recommendation by Metvy	
Certificate of Membership – Treasurer	May 2023

Hobbies

- Reading
- Travelling
- Singing
- Badminton

Qualities

- Accountable
- Dynamic
- Leadership
- Active Listener