

SAKSHI ROY

Accounts Executive

New Delhi

☎ +91-7678284097 ✉ Sakshiroy1278@gmail.com

About Me

I work as an accounts executive, i'm responsible for indirect tax return filing, maintaining data on excel & tally.

Skills

Accounting	●	●	●	●
Excel/G Sheet	●	●	●	●
Power BI	●	●	●	●
MS office Apps	●	●	●	●
Tax Returns	●	●	●	●
Power Apps	●	●	●	●
Power Query	●	●	●	●
SSMS	●	●	●	●
Wiling to Learn	●	●	●	●

Project Reference

[Github](#)

Social Media

[LinkedIn Profile](#)

Educational

2020 – 2022

Master of Commerce

IGNOU, Appearing in final year

2013 – 2016

Bachelor of Commerce

University of Delhi, Passed with 55%

Experiences

March 2021 to Present

Accounts Executive – Inagarco Private Limited

Making Dashboards, KPI'S & automation tools on Excel.

Maintaining Data of Supplier on U.K Accounting software, Unit 4 Business World (Agresso)

Accounting on tally, computax and monthly tax return filing

Additional Duties: PPT slides for Tax News, Article writing & other

October 2018 to September 2020

Accounts Assistant – VERKA (Delhi Branch)

Maintaining Data, generating Sales invoices & E-way bills on Tally software

Maintaining Payroll of the employee and inventory on Excel.

Any additional duty requested by seniors.

January 2018 to September 2018

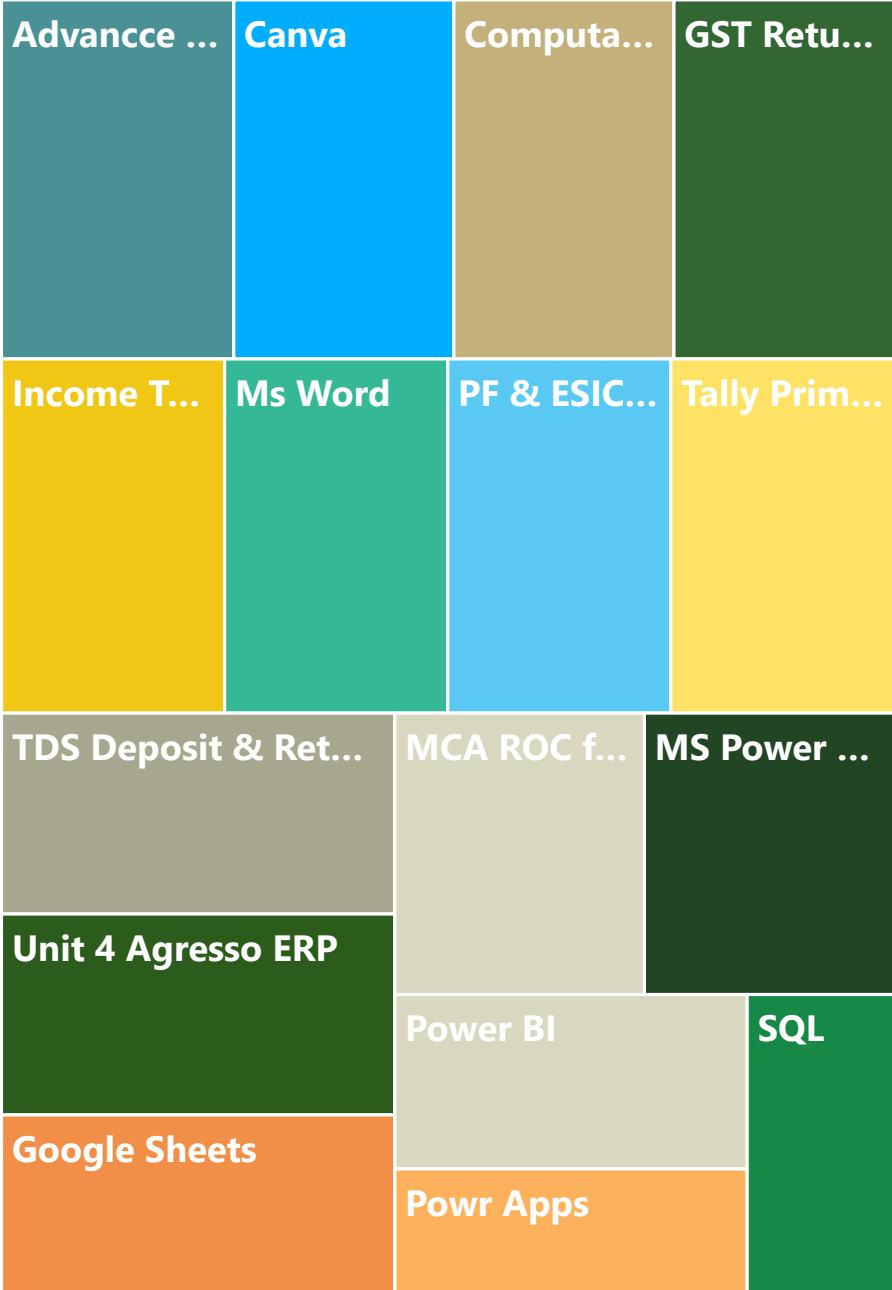
Accounts Intern – Tarun Pal & Co.

Maintaining Data and Bank reconciliation on tally.

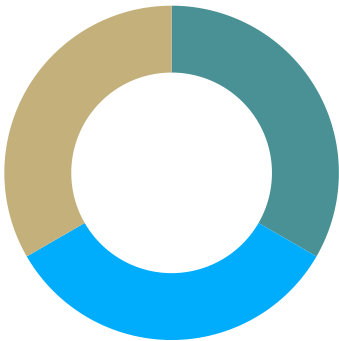
Filing GSTR-1 , GSTR-3B & Income tax return.

GLANCE AT SAKSHI ROY RESUME WITH VISUALS

Skills

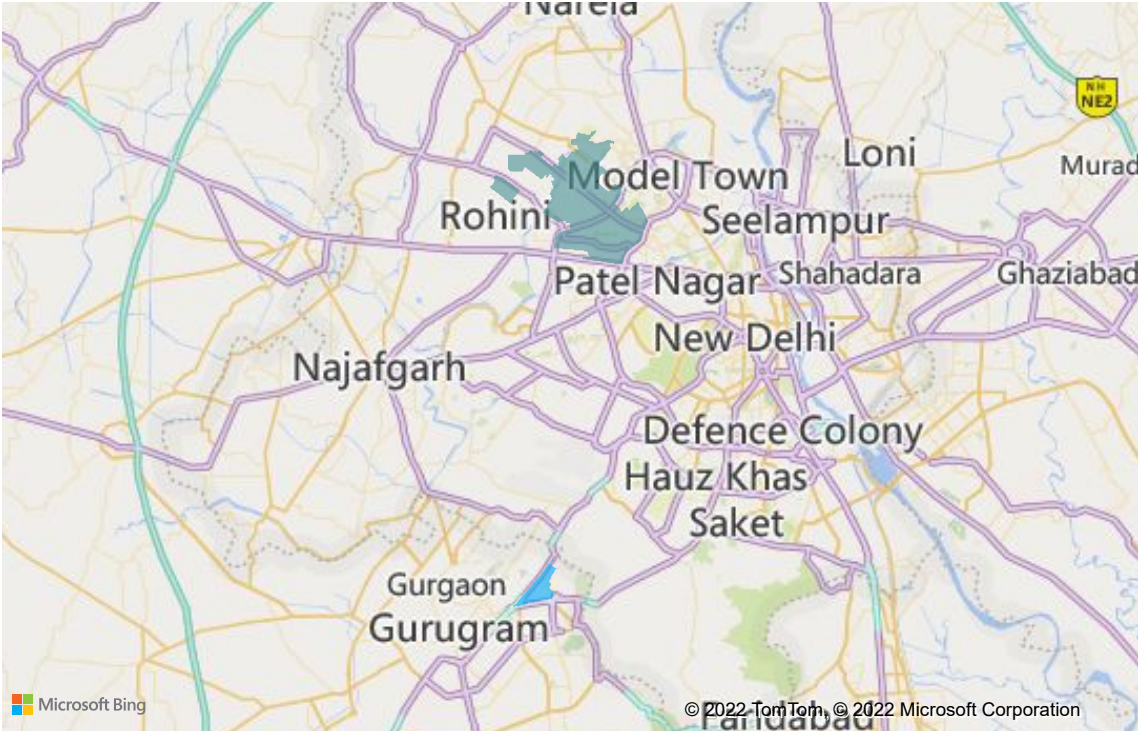


Companies ● Inagarco Private Limited ● Tarun Pal and Company ● Verka



Work Location

State ● Delhi ● Haryana



REFERENCE

[LinkedIn Profile](#)

[PROJECTS ON GITHUB](#)

Responsibilities

- Computax & Computds
- Content writing on tax topics, news and updates
- Dashboard and KPI reports in excel
- Filing of GST, Income tax, PF, ESI and TDS Return
- Inventory management on excel
- Maintaining books of accounts on tally prime and erp 9
- MCA ROC filing
- Preparing Minutes of Meeting, Notice and Agenda and Board Resolution
- Sales invoice and E-way bill
- Updating myself with new technologies