

KASHISH RAJORIA

Mobile no.: 8527525773

House no. 5, block no. 3, Dakshinpuri ext.

New Delhi- 110062

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OBJECTIVES

To secure a challenging position in a reputable organisation to expand my learnings, knowledge, and skills.

EDUCATION

10th pass from CBSE in 2016

12th pass from CBSE in 2018

B.com pass from DU in 2021

Adv. Excel and Tally Certification from ACTC in 2022

Work Experience

Company name: Market Xcel

Designation: Accountant (Intern)

Duration: 6 months

Job responsibilities

- Create reports (MIS) on MS-excel
- Auditing the data
- Working on Tally ERP 9.
- Worked on TDS, GST , Budgets & control.
- Worked on Banks reconciliation, vouchers and invoice.
- Managing the payroll, stock inventory

SKILLS

- Basic computer knowledge.
- Knowledge of tally and advance excel.

STRENGTH

- Time management: For me, work is my time and time is my work. I know how to manage time and work hard in order to achieve my goals.
- Possible strengths: Honest, intelligent, likable, reliable, positive attitude, problems solver, creative, passionate especially when it comes to construction work, good communicator, quick learner, team player.

HOBBIES

- Singing
- Dancing
- Playing guitar

PERSONAL DETAILS

- Father's name: Mr. Subhash
- Date of birth: 27th September 2000
- Gender: Female
- Nationality: Indian
- Religion: Hindu
- Marital status: Unmarried
- Language known: Hindi, English

Date: 1-Apr-23

Signature