



SONALI SINGH

## SUMMARY

Pursuing ACCA - 6 PAPERS qualified.  
Currently working as TGT  
Commerce with 7+ years of  
experience in Accountancy,  
Economics, Social Science and  
Mathematics. Recognized for  
performance excellence and  
strengths in teaching concepts of  
Accounting backed by training  
and development programs  
organized by D.A.V. Managing  
committee and various other  
educational institutions.

Being a CA Aspirant, having 3+  
years of experience working as  
CA-Intern under CA firms and  
qualified Intermediate Professional  
Competencies Course (IPCC)  
conducted by Institute of  
Chartered Accountants of India  
(ICAI).

## PERSONAL DETAILS

**PHONE:** +91 9399797941

**PLACE:** Bhilai CHHATTISGARH,INDIA

**EMAIL:**  
[sonali.s.rathore227@gmail.com](mailto:sonali.s.rathore227@gmail.com)

**MARITAL STATUS:** Single

## SKILLS

- Training & Development
- Quick learner and patient
- Well versed with MS WORD and GOOGLE File Form creation,Excel sheets,Word etc.
- Well versed with TALLY.ERP9
- Teamwork and cooperative
- Leadership and motivation
- Progressive thinker

## EDUCATION

### Shri Shankaracharya Mahavidyalaya

April 2016- April 2017  
Masters in Arts- ECONOMICS

### Swami Shri Swaroopanand Mahavidyalaya

April 2014 – April 2015  
Bachelors in Education – EDUCATION

### Shri Shankaracharya Mahavidyalaya

June 2010 – April 2012  
Masters of Commerce – COMMERCE

### Dr. C.V. Raman University

April 2009 – April 2010  
Post Graduate Diploma – Computer Applications

### Shri Shankaracharya Mahavidyalaya

April 2007 – April 2009  
Bachelors in Commerce – Commerce

## WORK EXPERIENCE

### D.A.V Public School – TGT Commerce (June 2015 – present)

- Co-curricular activities Incharge
- Stock register maintenance Incharge
- Inter house Incharge
- Parent teacher association meeting Incharge
- Coordination and planning skills to achieve results according to schedule

### Bhilai Ispat Vidyalaya – Primary Math Teacher (April 2013 – April 2014)

- Diversified teaching techniques and learning tools help students with differing ability levels and varied learning modalities

### Chartered Account Firm – Internship (Sep 2012 – Sep 2015)

- Developed business, financial and analytical skills needed for career
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records
- Produced high quality documents, spreadsheets and presentations for internal needs using MS Office suite
- Performed various bank audits, NBFCs audit, education institutions audit, concurrent audits in various banks

- Problem solver and empathy
- Creative and joyful
- CA Internship- 2012 to 2016

#### INTERESTS

- Painting
- Food
- Traveling
- Reading

#### EXTRA SHOTS

- Explorer
- Learner
- Counselor
- Thinker

#### CERTIFICATIONS

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- September 2015 – Qualified Central Teachers Eligibility Test
- September 2015 – Chartered Accountant – Articleship Completion Certification by ICAI
- April 2009 – Tally ERP9
- August 2021- ENTREPRENEURSHIP by MYCaptain

#### LANGUAGES

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- English
  - Hindi
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