

trishnakedia27@gmail.com  
8011609950  
Delhi, India 110087

Skills

- Financial analysis
- Tax Preparation
- Tax Return Filing
- Bookkeeping
- Finance
- Financial Management
- MS Office

Education And Training

**Executive :**  
**Institute Of Company Secretary**  
New Delhi

06/2016  
**Bachelor Of Commerce:**  
Accounting And Finance  
**Dibrugarh University**  
Dibrugarh

**High School Diploma:**  
**Salt Brook Academy**  
Dibrugarh

Languages

**English:** C2  
Proficient  
**Hindi:** C2  
Proficient

TRISHNA KEDIA

Summary

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adapt at working effectively unsupervised and quickly mastering new skills.

Experience

**MP Bagaria And Associates - Accountant**  
*DIBRUGARH, India*  
06/2017 - 11/2019

- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Reviewed invoices for accuracy and completeness prior to payment processing.
- Analyzed financial data to identify discrepancies or trends.
- Assisted in the preparation of tax returns by gathering necessary information from clients and maintaining organized files with documents related to taxes.