**SHUBHAM JOSHI**

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“To work for an organization which provides me the opportunity to improve my knowledge and skill sets while contributing effectively to the organizations objective”.

# WORK EXPERIENCE

**Accenture –** Business Operations - October 2021 to Present

**Roles and Responsibilities:**

* Researching, investigating, negotiating, processing tickets.
* Taking action according to specific processing instructions.
* Consistently meeting established productivity targets.
* Closely working with project partners and Quality Regulation.
* Working on Multiple software like AI, Excel and Power point.

**Kakani & Co.** – Tax return Internship

**Roles and Responsibilities:**

* Closely work with Tax returns specialists.
* Working as per GST portal.
* Closely working with client requirement and meeting their needs

**Achievements:**

* Participated in organizing events like Secret Santa and Traditional day celebration.
* Best Performer of the month Award for two consecutive months.

## ACADEMICS

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| --- | --- | --- | --- |
| **Qualification** | **Institute** | **% / CGPA** | **Year** |
| B.Com | St. Francis Degree College | 8.9 | 2021 |
| XII | Tapasya Junior College | 57% | 2017 |
| X | St. Paul’s High School | 6.7 | 2015 |

## CERTIFICATIONS

* MS Excel (Advance Excel)
* Tally ERP 9
* GST

## SOFT SKILLS

* Hands on Experience in MS Excel, PowerPoint, Word and Outlook.
* Possess good social skills and can interact with people easily.
* Initiator, Multi-tasker and Quick Learner.

## EXTRA CURRICULAR ACTIVITIES

* Participated in intra-school cricket tournament and lead team as a captain.
* Participated in Science Exhibition and won first prize in inter school competition, 2013-14.

# Personal Information

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| • | Date of Birth | : 14th October 1999 |
| • | Languages known | : Hindi, English, Marwadi, Marathi and Telugu |
| • | Hobbies | : Workout, Cricket and Carom. |