


Ritu Shukla


About Me

I am good in Microsoft Office (Excel, Word, PowerPoint) TallyERP9 and Busy software. I have a solid awareness of Accounting standards. I also understand Companies Act, Income tax and GST. Concluding I am a hardworking person with a learning attitude. I am goal-oriented and confident enough to manage any circumstances to the best of my ability.

Contact

 +91 9958814549

 ritushukla7810@gmail.com

 Sector 19 Dwarka

Skills

- Accounts
- Busy software
- Tally ERP
- MS EXCEL
- MS Office

Language

- English
- Hindi

Education

● (2019-2022)

● **INDRAPRSHATHA COLLAGE FOR WOMEN (DELHI UNIVERSITY)**

● Bachelor of Arts
7.2 CGPA

● (2019)

● **SARVODAYA KANYA VIDHYALAYA**

● 10+2 in commerce
86.4%

IT & other skills

● (2022-2023)

● One year course of certified industrial accountant from ICA (Institute of Computer Accountant)
Good communication, report writing and presentation skills

● Proficiency in Accounting Software (tally prime, Busy software)

● **Experience**

● Intern at Zovik PVT LTD

● Reviews all ledger and resolved discrepancies with existing accounts.

● Records the transaction of sale & purchase on tally software and generate invoice with GST creation of items in tally and also modify items.

● -Records the daily financial transaction of the company and report to the senior.-