



ROSHNI SHASTRI

FEMALE, DOB: 30 DECEMBER 2000

PROFILE

I am able to work well in team environment as well as my own initiative and adaptable in every challenging situation.

CONTACT

- Sushmitashastri956@gmail.com
- 9289627984
- B-8 Kewal park, near moolchand park, Azadpur
New Delhi - 110033

OBJECTIVE

To get an opportunity that allows me to showcase my skills and contribute to company's growth.

ACTIVITIES AND INTERESTS

- Dance
- Listening Music

EXPERIENCE

ACCOUNTS EXECUTIVE/PEE AAR SECURITIES LIMITED

MARCH 2023 – JUNE 2023

I was responsible to make journal entries, voucher entries, busy software working, bank reconciliation, mail drafting and all supportive accounting activities.

ASSISTANT ACCOUNTS MANAGER/ ACCOUNTING SERVICES (AXCEL FINANCE CARRIBBEAN NBFC)

SEPTEMBER 2023 – MARCH 2024

I was responsible to manage daily accounting work, Bank reconciliation, financial statements, invoice processing, journal entries, MIS Reporting, and all other accounting activities.

EDUCATION

LAKSHMI BAI COLLEGE, NCWEB DU

B.COM GRADUATE

2022 - 65%

SKV, SHALIMAR BAGH

12TH CBSE: 66% - 2019

10TH CBSE: 70% - 2017

SKILLS AND CERTIFICATIONS

- Certificate program in **Data Entry** from Navjyoti India foundation.
- 100 hours advance computer training from ICMAT.
- MS Office [Advance MS – Excel sum, sum if, VLOOKUP, count, count if, count a, conditional formatting, special paste, sort, filter, Word, Power Point]
- Communication Skills
- Time Management and Prioritization
- Accounting
- Journal Entries
- Voucher Entries
- Busy Software Knowledge
- Quick Books Knowledge
- Bank Reconciliation
- MIS Reporting
- Invoice Processing