

## **Nisha Shakya**

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### **SKILLS**

- ❖ **Advance Excel ( Vlookup/Hlookup )**
- ❖ **GST Knowledge**
- ❖ **GST Registration**
- ❖ **GST Return (GSTR1/GSTR3b)**
- ❖ **Income Tax Knowledge**
- ❖ **TDS Knowledge and Return**
- ❖ **MSME Registration**
- ❖ **Provident Fund Registration**
- ❖ **Employee State Insurance Registration**
- ❖ **Sales, Purchase and Bank Entry**

### **EDUCATION**

- ❖ **Delhi University (SOL) | In 3<sup>rd</sup> year Bachelor of Commerce**
- ❖ **E-Accountant<sup>+</sup> Course | Envision Institute**
- ❖ **XII (CBSE) | GGSSS Mohan Garden school**  
70% | 2021

### **EXPERIENCE**

- ❖ **I have 1+ Years of Experience in CA FIRM.**

Visit my portfolio website at <https://missaccountant.github.io/Home/> to view my projects and learn more about my skills and experiences.