CURRICULUM VITAE

# PERSONNEL DETAILS: -

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **SAKSHI AVHAD** | **LANGUAGE** | English, Hindi & Marathi |
| **NATIONLITY** | INDIAN | **E-MAIL ID** | [sakshisangaleb99@gmail.com](mailto:sakshisangaleb99@gmail.com) |
| **BIRTH DATE** | 21-05-1999 |  |  |
| **MOBILE NO.** | 8767966528/  9769834956 | **Marital Status** | Married |

**CAREER OBJECTIVE**

To work on an organization which provides learning and growth, make positive contribution through my knowledge, Skills that will establish global carrier, which offers challenges with opportunity to enrich my knowledge with contributing my best to the organization.

# WORKING EXPERIENCE

|  |  |  |
| --- | --- | --- |
| **COMPANY** | **DESIGNATION** | **PERIOD** |
| Y.M.Desai &Co.Desai shah and associates | Accounts Executive | 11.08.2019-20.03.2021 |

**TECHNICAL SKILLS**

* Well conversant with the usage of Tally ERP 9, MS Word, MS Excel, MS PowerPoint
* MS CIT

# ACADEMIC QUALIFICATION

|  |  |  |
| --- | --- | --- |
| **NAME OF EXAMINATION** | **INSTITUTION** | **BOARD/ UNIVERSITY** |
| MASTER OF COMMERCE  [ADVANCE ACCOUNTING] | Chetana’s College | University of Mumbai |
| BACHELOR IN ACCOUNTING AND FINANCE  [BAF] | Chetana’s Institute of Mgmt. &  Research | University of Mumbai |
| INTERMEDIATE | Chetana’s College | Maharashtra State Board |
| MATRICULATION | V.N.Naik madhyamik school. | Maharashtra State Board |

* **Work handled during Job:**

# COMPANY NAME: Y.M.Desai&co.,Desai shah and associates.

**Designation** : Accounts Executive

**Duration** :11th august 2019-20th march2020

## Jobs Handled :

* + Responsible to recording purchase & sale entries in Tally on daily basis for various clients.
  + Reconcile and Monitor Payroll data.
  + Audit of Sales, Purchases, Expenses, Credit and Debit note Bills with entry.
  + Preparing quotations, Processing POs, Arranging Deliveries and Follow up for Payment.
  + Monthly Pay out to vendors.
  + Providing Financial information to Management by analysing data& Preparing Reports..

## COMPANY NAME: IndiaNivesh Securities Limited.

**Designation** : Finance management.

**Duration** : 19th march 2018 to 18th June 2018.

## Jobs Handled : opening D-mat accounts and SIP investments.

* + Analyzing share market on daily basis.
  + Investing in the share market by studying candle stick.
  + Making reports on daily basis.

# INTERESTS

* + Dancing, Music, & Travelling.

## Strengths:

* + Positive attitude and determined
  + Hard working and Sincere
  + Analytical skills
  + The ability to influence and negotiate with others.
  + Self-motivation and the ability to be motivated by targets

# ACHIEVEMENTS

* Member of organization team of event “Catalyst” at Chetana’s College, Bandra East.
* Assisted as a coordinator in international taxation conference2017organized by foundation of international taxation and got the certificate for the same.
* Holding the 1st rank in Hindustani prachar Sabha and got the certificate for the same.
* Participate in “NAVINYA” event (presentation competition) and got the certificate for the same.

# EXTRA CURRICULAR ACTIVITIES

* Participated in marathon Runners for Rivers 10K run as a volunteer.
* Participating and achieving 1st price in shot film making competition ‘FRAME TO FAME’ 2016-2017.
* Awarded as the best actress in short film making competition ‘FRAME TO FAME’ held on 16th august 2017.
* **Preparation of Black Book on**

1. To study the investment opportunity through systematic investment plan in IndiaNivesh securities Ltd.
2. Study of financial performance of Royal orchid hotel and Indian hotel pre and post covid situation.

# DECLARATION

I hereby declare that the above furnished information is correct and true to the best of my knowledge.

Date:

Place: Mumbai (Sakshi Avhad)