

# Vaishnavi Sahu

B.COM (ACCOUNTING & FINANCE MANAGEMENT)

sahujagdishvaishnavi@gmail.com

[linkedin.com/in/vaishnavi-sahu04](https://www.linkedin.com/in/vaishnavi-sahu04)

## OBJECTIVE:

To leverage my expertise in accounting principles, financial record-keeping, and office administration gained through practical experience in a CA firm and an MBA college administration department. Seeking to apply my strong organizational, communication, and problem-solving skills to contribute to efficient financial and administrative operations.

## EXPERIENCE:

Internship at City Premier College  
(21st April 2023 to 30th June 2023)

- Supported day-to-day administrative operations, and including student record correspondence.
- Coordinated between faculty, students, and management for smooth academic and event-related processes.
- Assisted in organizing college events, seminars, and meetings, ensuring timely execution and logistics.

Internship at R.D. Agrawal & Co.

(21st June 2024 to 30th August 2024)

- Managed bookkeeping, ledger maintenance, and financial record-keeping for multiple clients.
- Assisted in the preparation of tax returns, and audit-related documentation.
- Handled client queries, maintained confidentiality of financial data, and supported senior CAs in daily accounting tasks.

## CERTIFICATIONS:

- English Language (Certified by Cambridge Council)
- Advance Excel (Certified by Atlanta Computer Classes)

## EDUCATION:

Course / Degree	Institute	University/Boards	Year	Percentage / CGPA
MBA	DMIMS			
B.COM	City Premier College	Autonomous	Pursuing	-
HSC	M.K.H. Sancheti	RTMNU	2025	6.89
SSC	Saraswati Vidyalaya	Maharashtra State Board	2023	79.8
		Maharashtra State Board	2020	85.8

## **SKILLS:**

### **Hard Skills**

- Accounting and Bookkeeping
- Spectrum (Accounting Software)
- Financial Documentation
- Ms Office (Excel,Word)

### **Soft Skills**

- Communication and Co-ordination
- Time Management
- Problem Solving
- Client and Student Relations

## **CO - CURRICULAR ACTIVITIES:**

- Winner in Innovation Expo 2025
- Participated in Quiz-O-Mania 2025

## **EXTRA - CURRICULAR ACTIVITIES:**

- Volunteered at Innovation Expo 2025
  - Volunteered at My Bharat a stride towards Viksit Bharat
  - Runner-up at the Annual Function Group Dance - CPC
  - Winner at the Dodge Ball Sports Event - CPC
-