

# Sakshi Joshi

## General Accountant

A fresher, detail-oriented individual seeking to work as an Accountant that will help me enhance my analytical and problem-solving skills and also let me explore various tax and accounting softwares.



✉ sakshi000011111@gmail.com

☎ 8745991036

📍 H.no 185 Mangol pur kalan, Delhi, india

## EDUCATION

### Bachelor of Commerce

University of Delhi

06/2021 - Present

Delhi

### Senior Secondary High school

Central Board Secondary Education

03/2019 - 04/2020

Delhi

Courses

- Commerce

### Matriculation

Central Board Secondary Education

04/2017 - 03/2018

Delhi

## Career Objective

I look forward to work with an organization which offers a challenging opportunity to enhancing my knowledge, skills and experience that would allow me to contribute towards achieving organizational goals to the best of my potential.

## SKILLS

Communication Skills

Mailing etiquette

MS-Office (Excel & Word)

Time Management

Tally

Busy Accounting Software

Multitasking

## CERTIFICATES

Microsoft Office (05/2022 - Present)

Financial Accounting (05/2022 - Present)

Taxation (05/2022 - Present)

Busy Accounting software (05/2022 - Present)

Advance Excel (05/2022 - Present)

## LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Reading

Research

Travelling