
Kajal Negi

Tarsali, Vadodara, Gujarat - 390009
6355936727 | kajalnegi1416@gmail.com

OBJECTIVE

Passionate Intern with recently obtained in the field of Post Graduate Diploma in taxation practice. Energetic individual with outstanding interpersonal, analytical and critical thinking skills, Currently pursuing entry – level position to build valuable experience.

EXPERIENCE

02/2023 - 03/2023

- **Internship**
Company Name: CA Vira Varvariya (45 Days)
1, Preparation and uploading monthly/ quarterly GST return
2, Preparation of VAT return
3, Preparation of MST return
4, Preparation of summaries such as sales, purchase
5, Accounting, Auditing and GST returns

EDUCATION

09/2022 – 05/2023

- **Maharaja Sayajirao University**
Post Graduation Diploma in Taxation Practice

06/2017 – 04/2020

- **Maharaja Sayajirao University**
Bachelor of commerce in accounting and financial management

06/2016 – 03/2017

- **Uma Vidhyalaya**
HSC in Commerce

06/2014 – 03/2015

- **Uma Vidhyalaya**
SSC

TECHNICAL SKILLS

- Microsoft office tools - Excel, Power Point, Word
- Microsoft Outlook
- Tally ERP-9 and Tally Prime

SOFT SKILLS

- Time management
- Flexible
- Team work
- Communication
- Problem solving

CERTIFICATIONS

- Course of CCC, CCA and Tally ERP – 9 from a National Literacy Training
- Programme Mahatma Gandhi Computer Saksharta Mission

PERSONAL DETAILS

- Name: Kajal Rakesh Negi
- Date of birth: 16/02/2000
- Gender: Female
- Marital status: Single
- Nationality: Indian
- Languages: English, Hindi and Gujarati

DECLARATION

- I do hereby declare that the above statements mentioned in my resume are true and correct to the best of my knowledge and belief.