

# Nisha joshi

ACCOUNTANT

+91 92654 97073

nishikaka16@gmail.com

G/5, Giriraj Soc.,  
opp. BAPS Temple, Atldara ,  
vadodara-39001

## Profile

Certified Accountant with Three years of experience in account reconciliations, Bank statements enteries, creating GST Invoices, sale, purchase, conra enteries & Bank reconciliations .  
Monthly GSTR Filling. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

## Skills

Team Work	<div></div>
Leadership	<div></div>
Integrity	<div></div>
Loyalty	<div></div>
Presentation	<div></div>
Management	<div></div>

## Education

12th Pass (HSC)

Tally ERP 9

Currently Studying CS ( Company Secretery Of India)

## Work Experience

### Saurabh patel & Associates

- Organized books and maintained inventory records.
- Provided monthly, quarterly, and annual accounting services.

### ATC Pharmaceuticals pvt ltd

- Organized books and maintained inventory records.
- Provided monthly, quarterly, and annual accounting services.
- creation of invoices.
- GSTR Filling
- Bank reconciliation

### Sarjanam Hospital as an accountant & Admin

- Worked to ensure a positive and hassle-free customer experience.
- generation of invoices
- All types of accounting work including GSTR Filling.
- Handling of personal Accounts of doctors.

## DL Roadlines

- Organized books and maintained inventory records.
- Maintained and managed client relationships.
- Book Keeping, GSTR Filling, Bank Reconciliations
- generation of invoices.

Your Faithfully  
Nisha Joshi