

SAKSHI PAL

Banking

I have experience working as part of team and individually.

✉ sakshipal286@gmail.com

📍 D-2/404 Wisteriya Heights Opp. Tirthuk bungalows
Waghodia Dabhoi Ring Road., vadodara, india

🌐 linkedin.com/in/sakshi-pal-7031ba210

📞 9104781019

📅 19 April, 2001

📷 instagram.com/_sp_19

EDUCATION

SSC

NARAYAN INTERNATIONAL SCHOOL

2016 - 2017

VADODARA, GUJARAT, INDIA

HSC

SHREE NARAYAN INTERNATIONAL SCHOOL

2018 - 2019

VADODARA, GUJARAT, INDIA

BACHELOR OF COMMERCE

THE MAHARAJA SAYAJIRAO UNIVERSITY OF
BARODA

2019 - 2022

VADODARA, GUJARAT, INDIA

Courses

- SPECIALISATION IN
ACCOUNTING

WORK EXPERIENCE

Accountant

Nextech Innovation

10/2021 - 01/2023

vadodara

Achievements/Tasks

- Cross checking of invoices and supporting documents with purchase order and process the payments only after approval by approving authorities as per the terms and conditions mentioned in the purchase order.
- Communicating with the vendors regarding billing and payments.
- Managing the institute's accounts payable and receivables.
- Reconciliation of vendor's account and bank account on monthly basis.
- Aware of statutory requirements towards GST.
- Tally knowledge and basic computer knowledge of excel, ms word.

Sales

AU Small Finance Bank

02/2023 - Present

Vadodara

Achievements/Tasks

- BO-CA Sales and marketing

SKILLS

Microsoft Office

Good Communication

GS bill

Tally

Sales

Marketing

CERTIFICATES

Certified in banking and finance

Certified in Tally Basic

4 in 1 Course of Thadomal Sahani Center for
management of Banking and Finance

LANGUAGES

English

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency

Gujarat

Elementary Proficiency

INTERESTS

TRAVEL

READING

MUSIC

COOKING

PATIENCE

TEAM WORK