**Daksha Joshi**

194, Jayshakti app., Opp, Alembic Nagar

Refinery Road

Gorwa, Vadodara 390016

[divya.joshi309@email.com](mailto:divya.joshi309@email.com)

*Logistics and Excise Assistance with 12+ years of experience. Effective client communication skill, preparing facility files and maintaining the utmost confidentiality details. Possesses a B.Com, expertise in Microsoft Excel and Tally. Looking to leverage my knowledge and experience into a role as per requirement.*

# Professional Experience

## Reckon diagnostics pvt.ltd.

## As a Dispatch Assistant, Augest-2010 – Present

## Receive orders from Distributors and draft invoice.

## Preparing daily Excise statement based on received details from concerned M.R.

## Maintaining cash transaction details.

## Work of export (make all documents of export).

## Submit monthly reports regarding the expense and cashbook balances. Also maintaining Export related documents.

## Bajwa C.H.c (Gov. work)

## As a Data entry Operator, 2009

* Health related survey for rural area.

# Education

## SOBHIT UNIVERSITY, MEERUT

*Bachelor of Commerce, 2014 -15*

## JAN SHIKSHANSANSTHAN, VADODARA

*Diploma in central excise management, 2009*

# Additional Skills

* Expert in Microsoft Office, with a focus on Excel
* Tally certified with A+ grade

**PERSONAL** **DETAILS**

Name : Daksha Joshi

DOB : 14/01/1989

Nationality : Indian

Language : Gujarati, Hindi and English.

Hobbies : Read News Papers, Traveling to new places and festival celebration.

Festival : Navaratri, Diwali, Holi and Uttarayan.

Event Participation: 10km Vadodara International Marathon - 2017