

Vandana saxena

Accountant

Delhi, Delhi

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9560827139

To work for any organization which provides me the opportunity to improve my skill & knowledge to growth along the organization objective.

Willing to relocate to: Saket, Delhi

Work Experience

Accountant

Education

B.com in Commerce

Delhi University - Delhi, Delhi

Skills / IT Skills

tally erp9, Ms-Office , Sap Certificate, Preparation of Final Account

Certifications/Licences

Certified Industrial Accountant

Present

Additional Information

SKILLS:-

- ❖ Preparation of Vouchers, Ledger, Final Account Etc.
- ❖ MS-Word 2013, MS-Excel 2013, MS Power Point 2013 and Internet Surfing.
- ❖ Basic Knowledge of GST and Journal entry of GST.
- ❖ TDS
- ❖ Tally Erp9
- ❖ Advance Excel