

## **RESUME**

Name: Radha Vishwakarma  
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**Contact Details:**  
Add: Krishna Colony,  
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### **CAREER OBJECTIVE:**

To seek a challenging & growth oriented career where I can apply my knowledge in to practice, which provides opportunities for learning new skills & becoming a good professional.

### **PROFESSIONAL EXPERIENCE:**

- Presently working in Ajay Air Products (P) Ltd. as Sr. Accountant Mgr. Assistant since 03<sup>st</sup> January 2019.  
**Responsibility:**
  - Bank Reconciliation, A/c Reconciliation, Cash Book,
  - Make Sale Invoice, Imprest A/c, Make Payment Cheque,
  - Respond to emails, Purchase Bill, GST, Cheque deposit in Bank,
  - Clerical work: Filing, Scanning, Photocopy, Received and delivers couriers

### **PREVIOUS EXPERIENCE:**

- Worked at MU Enterprises as Accountant Assistant for the period from Apr 2016 to Nov 2018.  
**Responsibility:**
  - Bank Reconciliation, A/c Reconciliation
  - Cash Book, Make Sale Invoice, GST
  - Respond to emails and office correspondence
  - Clerical work: Filing, Scanning, Photocopy, Received and delivers couriers

### **TECHNICAL EXPERIENCE:**

- Diploma in Financial Accounting from DICS

### **EDUCATIONAL QUALIFICATION:**

- 10<sup>th</sup> Passed from H.B.S.E., Delhi in 2013
- 12<sup>th</sup> Passed from H.B.S.E., Delhi in 2015
- Pursuing B.Com (Final Year)

### **PERSONAL DETAIL:**

Name : Radha Vishwakarma  
Father Name : Sh. Raju Vishwakarma



Date of Birth : 21.01.1998  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Language Known: Hindi & English

**HOBBIES:**

- To make friends and good relationship with others
- Listening Music & Travelling

**DECLARATION:**

I do hereby declare that all the statement made in this application are complete & correct to the best of my knowledge and belief.

Date:

Place:

(Signature)  
Radha Vishwakarma

