

LAXMI GOYAL

Mobile no- 91-8700749390

Address: #Apt. B-301 MVN ATHENS,
Sector-1, Ballabgarh, Faridabad, Haryana - 121004

Email: goellaxmi97@gmail.com



JOB OBJECTIVE

To work in an environment that provides generous opportunities to learn and grow, and to show determination in achieving individual, team and organizational goals.

EDUCATIONAL QUALIFICATION

- 10th passed from CBSE board
- 12th passed from CBSE board
- B.com (Hons.) passed from MDU Rohtak
- MBA passed from MANAV RACHNA INTERNATIONAL UNIVERSITY

EXPERIENCE

- **Was working as an Operation Officer at VFS GLOBAL (Jan 2020-March2020)**
- **Was working as an Accounting Intern at AMIT ASSOCIATES (Sep 2019-Jan 2020)**

Responsibilities:

- ✓ Maintain all Accounting voucher entry.
- ✓ Maintain Bank Reconciliation and Reconciliation of Debtors and Creditors.
- ✓ Calculate Monthly Sale Tax and file GST
- **Was working as Privilege Banking Relationship Manager with ICICI BANK (June2019-Sep 2019)**

INTERNSHIP

Phocket InfoTech Pvt. Ltd.

June 2018 to August 2018

Key Role: To convert the eligible loan applications to financing loans.
Exposure to different fields like HR and Digital Marketing.

EXTRA-CURRICULAR ACHIEVEMENTS

- Certificate of Appreciation from Global Knee and Hip Foundation as a volunteer (2018).
- Organizer of events – BizWiz 2k18, Innoskills 2k18 at ManavRachna International Institute of Research and Studies.
- Participation in PRO-LAUNCH Event during MBA Program.

SKILLS

- MS Word, Excel, and PowerPoint
- Basic knowledge of Tally

STRENGTHS

- Problem Solving
- Hardworking
- Dedicated
- Ability to work under pressure
- Adaptable to Environment

HOBBIES

- Travelling and exploring
- Athletics

PERSONAL DETAILS

Date of birth: 29-06-1997

Languages Known: English, Hindi

I hereby declare that the information furnished above is true and best of my knowledge and skills.

LAXMI GOYAL