

## **APEKSHA SHUKLA**

- 1. Name of Staff:** APEKSHA SHUKLA
- 2. Contact Details:** apekshashukla92@gmail.com , 9599269757,7017562630
- 3. Designation:** Assistant
- 4. Areas of Expertise (Specific):**
  - Reports Monitoring & Management
  - Assistance for smooth operation.
- 5. Date of Birth:** 27 Sep 1992
- 6. Total Years of Experience:** 4 years (approx)
- 7. Nationality:** Indian
- 8. Education:**

<b>S. No.</b>	<b>Degree Obtained</b>	<b>Institution</b>	<b>Year</b>
1	M.B.A (Finance, Marketing)	G.B.T.U	2014
2	Graduation (B.Sc.)	Kanpur University	2011
3	Intermediate (12 <sup>th</sup> )	UP board	2008
4	High School (10 <sup>th</sup> )	UP board	2006

### **9. Technical Skills:**

1	Web Technology	Browsing and Surfing
2	Ms-Office	Word, PPT, Excel

### **10. Key Qualifications:**

Over 3 years of experience in Analysis, reporting, coordination, of application.

- ✓ Presently providing Coordination for Indian Visa across the world.

As an Assistant, Apeksha was responsible for the following:

- ✓ Preparation of note sheet, draft letter, proposal, along with annexure
- ✓ Finding recommendations & suggestions to improve web portal and PPT creation for demo & presentation.
- ✓ Collecting feedback from user department and provide the data to Director concerned.

### **11. Countries of Work Experience:** India

**12. Employment Record:**

From/To	July 16 – Till Date
Employer	CMS   NIC
Client	MHA
Position held	Assistant

From/To	April 2015 – June 2016
Employer	Tyagi & Associates
Client	Tyagi & Associates
Position held	Assistant

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

<b>Name of Project:</b>	<b>Visa online System</b> <a href="https://indianvisaonline.gov.in/visa/index.html">https://indianvisaonline.gov.in/visa/index.html</a>
<b>Year:</b>	2017-2018
<b>Location:</b>	New Delhi
<b>Stakeholder:</b>	<b>Ministry of Home Affairs (MHA), National Informatics Centre(NIC)</b>
<b>Main project features:</b>	The Ministry of Home Affairs, Govt. of India, for ease of access has developed this module so that one can visit the website and get his/her Indian Visa application over there.
<b>Positions held:</b>	Assistant
<b>Activities performed:</b>	<ul style="list-style-type: none"><li>• Support for easy access.</li><li>• Prepare &amp; Complete report</li><li>• Coordination with, NIC, other Ministries</li><li>• Preparation of note sheet, draft letter, proposal, estimation along with annexure</li><li>• Finding recommendations &amp; suggestions to improve web portal and PPT creation for presentation.</li></ul>

<b>Name of Project:</b>	<b>FCRA, MHA</b> <b><a href="https://fcraonline.nic.in/home/index.aspx">https://fcraonline.nic.in/home/index.aspx</a></b>
<b>Year:</b>	2016- 2017
<b>Location:</b>	Across the World
<b>StakeHolder:</b>	MHA, NIC
<b>Main project features:</b>	<ul style="list-style-type: none"> <li>• This is an e-governance initiative by the Ministry of Home Affairs to provide a smart, citizen centric &amp; transparent mechanism for citizens and organisations to avail various services related to FCRA and Foreign Hospitality.</li> </ul>
<b>Positions held:</b>	Assistant
<b>Activities performed:</b>	<ul style="list-style-type: none"> <li>• Assistance via call and email to worldwide users for easy access.</li> <li>• Report generation as per client's requirement.</li> <li>• Coordination with concern stakeholders.</li> <li>• Preparation of documents (note sheet, annexure).</li> </ul>
<b>Name of Project:</b>	<b>Tyagi and Associates (Chartered Accountant)</b>
<b>Year:</b>	2015- 2016
<b>Location:</b>	Across the State
<b>Positions held:</b>	Account Assistant
<b>Activities performed:</b>	<ul style="list-style-type: none"> <li>• Tax filing and e-filing of ITR, Work on Tally.</li> <li>• Assistance while applying for PAN and coordinating with concern to get the task done.</li> <li>• Prepare &amp; Completion of Balance Sheet, Profit &amp; Loss account.</li> <li>• Proficient knowledge of working on "Genius software: Tax return filing software for Tax professionals"</li> <li>• Computation of Income, Salary Calculation.</li> <li>• Generation of TDS certificates (Form 16, 16A).</li> <li>• Coordination with Accountants.</li> </ul>

#### **14. Certificates-**

- Awarded appreciation letter by Director, M.H.A for sincerity and punctuality towards assigned job.
- Worked as Execution Assistant in Dainik Jagran's Project "Sanskarshala" (Lucknow office).
- Certificate received for doing Fundamental Computer course.
- Certificate received of TALLY-9 from WEB-TECH Computer & IT Management Consultancy.

#### **Personal Information:**

Father's Name : Shri Suresh Chandra Shukla  
Mother's Name : Smt Sadhana Shukla  
Permanent Address : H-146, Gandhi nagar, Unnao, UP-209801  
Nationality : Indian  
Date of Birth : 27/09/1992  
Gender : Female  
Marital Status : Single  
Leisure time activity : Listening Music, Net surfing, Reading Newspaper.  
Strength :Self confidence, Goal Oriented, Optimistic, Punctual, Sincere

#### **Declaration:**

I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Date:

Signature

Place: New Delhi

[Apeksha Shukla]