



# [Swati]

90-A, Gali No. 8A, Jaffarpur Kalan, South West Delhi, New Delhi-110073

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## Experience

### 1. Lalji Advocates (01-11-2020 To 01-02-2021)

Lal ji **Advocates** is one of the top five **Advocate**, get any solution related to Patent, Trademark Copyright Registration. It is known to provide top service in the following categories: Trademark Registration Consultants, ISO Certification Consultants, Lawyers For Trademark, Copyright Registration Services, Patent Registration Services, Patent Consultants, Trademark Attorney Consultants, Copyright Consultants.

- **Job Role : Data Entry Operator**

1. Preparing Sale Bill With The Help Of Tally
2. Updating Transactions Of Sale And Purchase
3. Bank Transaction Entries And BRS
4. TDS Entries From 26AS.
5. Maintaining Data Of Daily Transactions In Spread Sheet.
6. Email Drafting.

### 2. Srishti Tax Advisors LLP (01-06-2021 Till Now)

It is a reliable organization engaged in MCA provider a qualitative range of industrial products. It is also one of the leading companies of this highly commendable range of products. This company provides all professional services to their clients.

- **Job Role :**

1. Inventory Valuation
2. Depreciation Calculations
3. Provisional Entries
4. GSTR Filing
5. TDS Filing
6. Challan Entries
7. Bank Reconciliation Statement
8. Payroll in Tally
9. Closing Stock Calculation using G/P Ratio

## Skills

1. Tally ERP 9
2. MS Office
3. Quite Knowledge Of GST, TDS And Income Tax
4. Client Coordination
5. Communication And Critical Thinking Skills
6. Leadership and Team Management Skills

## Education

Qualification	University/Board	Year	Marks Obtained
Mcom	SOL (DU)	Pursuing	-
B.Com Honors (Graduation)	Sri Aurobindo College (DU)	2018-2021	7.437 CGPA
Senior School Examination (Class XII)	Govt. Sarvodaya Co-ed Vidyalaya (CBSE)	2018	93.6 % (Top Four Subjects)
Secondary School Examination (Class X)	Govt. Sarvodaya Co-ed Vidyalaya (CBSE)	2016	8.4 CGPA

## Communication

Gave class presentations on following the topics:

Human resource, management, entrepreneurship, marketing etc. Also attended class group discussions in the form of debates.

## Additional Information

1. TRAINING – DELHI STATE LEGEL SERVICE conducted by NATIONAL LEGELSERVICES AUTHORITY
2. AWARDS -
  - FOR GETTING HIGHEST MARKS IN MY HIGH SCHOOL
  - FOR GETTING 10<sup>TH</sup> POSITION AMONG ALL OVER STUDENTS IN NAJAFGARH AREA IN OLYMPIAD EXAM OF ACCOUNTANCY
3. Former DUSU Cultural President

## Personal Details

Name : Swati  
Father's Name : Mr. Naveen Jha  
Nationality : Indian  
Date of Birth : 06.08.2001  
Marital Status : Un-Married  
Languages Known : English and Hindi

I hereby declare that all the information given above is correct to the best of my knowledge.

## References

[Available upon request.]

