

Sachin Lal



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thegeeksmate.com



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SKILLS

MS Office

MS excel

Wordpress

Digital Marketing

Affiliate Marketing

LANGUAGES

English

Limited Working Proficiency

Hindi

Professional Working Proficiency

INTERESTS

Playing Badminton

Listening Music

Exploring new things on net

WORK EXPERIENCE

Accounting Executive

Dhanesh Gupta & co

01/2019 - 11/2020

Achievements/Tasks

- Filing of GST Returns
- Filing of Income Tax Returns
- Assistance in registration of GSTIN and PAN.

Accounting Executive

Jain Agarwal & Company

06/2017 - 01/2019

Achievements/Tasks

- Vouching
- Data Entry
- Preparaing Books of Accounts

CERTIFICATES

Completed 4.5 hours of Mastering Excel 2019 -Basic Online Course

UDEMY

Completed 4.5 hours of Learn Excel Foundation from Microsoft Certified Trainer-

UDEMY

Certificate of Achievement In Digital Skills : Digital Marketing –

ACCENTURE

PERSONAL PROJECTS

thegeeksmate.com

EDUCATION

Masters in Computer Applications

KIET Group of Institutions

12/2021 - Present

Bachelor in Commerce

Delhi University (SOL)

07/2013 - 11/2016

Intermediate

B.S.M sr. sec school (CBSE)

04/2011 - 03/2013

Matriculation

St. Rosier Public sr. sec. school (CBSE)

04/2009 - 03/2011

ACHIEVEMENTS

1st prize in Drawing Competition in school