



SUMMARY

A detail-oriented professional with a Bachelor's Degree in Commerce and adept at providing exceptional maintaining financial records, and supporting executive operations efficiently.

EDUCATION

Rabindranath Tagore University

Bachelor's Degree in Commerce
2020 – (Pursuing)

Shri Gyan Jyoti Sr.Secondary

12'th Commerce
2018 – 2019

Gr Global Academy

10'th Highschool
2016 – 2017

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- Commercial Real estate by CBRE
- Facilities Management by CBRE
- Tally ERP
- Cyber security
- Auto Card 3D

PROFESSIONAL EXPERIENCE

AutoCad 3D Deginer

M/S Khandelwal Electricals | 06/2023-12/2023

- Using AutoCAD software to create technical drawings of structural designs.
- Collaborating with engineers to ensure accuracy of drawings.
- Maintaining records and databases for designs.
- Incorporating design changes into drawings and models.
- Developing detailed drawings for engineering and manufacturing processes.
- Creating CAD models to visualize design ideas

Executive Accountant

M/S Dangaych & Co. | 08/2022-01/2023

- Summarize current financial status by collecting information and preparing balance sheets, profit and loss statements, and other reports
- Prepared and distributed reports, presentations, and other materials
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Filling TDS & Updating Stock journal