

# SHANDIL THAKUR



House no. 2963, Parvatiya Colony, Faridabad, Haryana # 📞 +91 81308 31408 # ✉️ [shandilxoxo@gmail.com](mailto:shandilxoxo@gmail.com)

## Summary

Dedicated and detail-oriented finance graduate with a strong academic foundation and a passion for pursuing a career in accounting and Management. Eager to apply theoretical knowledge gained through coursework and internship experience as a Junior Accountant Intern at Sunil Engg. & Fabricators to contribute effectively to financial operations. Possesses excellent Data Entry and Tally skills, a keen eye for accuracy, and a commitment to continuous learning and professional growth.

## Skills

---

Tally, MS Excel, GST, Bookkeeping, Data Entry, TDS, MS word, etc.

## Experience

---

### Intern Junior Accountant

#### SUNIL ENGG. & FABRICATORS, FARIDABAD (Feb, 2022-Aug, 2023)

- Financial Data Management: Assisted in the accurate recording and maintenance of financial data, including accounts payable and accounts receivable transactions.
- Reconciliation: Conducted monthly bank statement reconciliations to ensure accuracy and identify discrepancies, resulting in improved financial data integrity.
- Accounts Payable/Receivable: Processed vendor invoices, verified expense reports, and facilitated timely payments, optimizing cash flow management, assisted in the management of customer invoices, tracked outstanding receivables.
- Software Proficiency: Demonstrated proficiency in using accounting software (e.g., TALLY, TDSMAN) and Microsoft Excel & Word for data entry, analysis, and reporting
- Audit Support: Assisted in internal and external audit preparations by organizing documentation and providing necessary information, resulting in smooth audit processes.
- Financial Reporting: Prepared routine financial reports, such as income statements and balance sheets, contributing to timely and accurate financial analysis.

## Education

---

### Bachelor of Commerce (Hons)

UNIVERSITY OF DELHI, 2023

### High School Graduate

Delhi Public School, 2020

### Company Secretary

ICSI (Institute of Company Secretaries of India),

Expected Completion Date: December, 2025

## HOBBIES

---

Editing(VFX, GFX) , exploring untouched places like forest and mountain.