**SHWETA SAXENA**

**shwetasaxena1001@gmail.com**

**7838442003**

**Executive summary**

A Person having sound knowledge of Accounts and Tax.

Seeks a good profile job in a well established Financial Organization.

**Strengths**

Sound knowledge of Accounting Principles.

Well versed with the Balance sheet & Final Accounts

**Educational Qualification**

Master’s Degree in Commerce from C.C.S University with First Class.

Bachelor of Commerce from C.C.S University with First Class.

HSC from State board with First Class.

**Work Experience**

Six months experience as an Junior Accountant in a Taxation Firm.

**I.T Skills**

MS-OFFICE Suits,Tally ERP 9.0 & Internet.

Basic Knowledge of GST

**Areas of Intersts**

Listening Music,solvingpuzzles,Interacting with people.

**Personal Details**

DOB-12-01-1992

Address – Rly Road Ghaziabad.

Language known-Hindi,English

**Date - -----------** (**SHWETA SAXENA**)  **Place - -----------**