



SAKSHI LAHOTI

Accountant

To obtain a challenging job in a reputed company for organizational as well as personal growth and also to gather experience and enhance the skills and knowledge in my field.

CONTACT

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- ☎ 9818611547
- 📍 Ghattekulo, Kathmandu, Nepal
- 📅 23rd Feb, 1999
- 🌐 Nationality: Indian

SOFT SKILLS

- Content Writing
- Rapid Adaptability
- Effective Task Management
- Stress Resilience
- Positive Team Dynamics
- Analytical Problem-Solving
- Client Relationship Management
- Effective Leadership

ACTIVITIES

- Volunteering from the Nepal Scout team
- Blood Donation Programs
- Camps & Treks

Language



English



Hindi



Nepali

WORK EXPERIENCE

Accountant

- 2023 to Present – Triveni Group

Cash and Accounts

- 2021 to 2023 – Tirumala Enterprises Pvt. Ltd.

Assistant Accountant

- 2019 to 2021 – Digicom

Accountant Trainee

2018 to 2019 – Rathi Hardware Sanitary and Chemicals Enterprises Pvt Ltd.

EDUCATION BACKGROUND

- Masters British College
- Bachelors Imperial Business College (BBA)
- +2 Trinity International High School (78%)
- SLC Occidental Public School (85.50%)

TECHNICAL SKILLS

- 1.5 years of experience in using Finpro Accounting Software
- 1.5 years of experience in using Busy Accounting Software
- 2 years of experience in using Tally Accounting Software
- 1 year of experience in using Swastik Accounting Software
- Experience in Daybook Maintenance
- Experience in Cash & Bank Reconciliations
- Monthly vat reconciliation
- LC settlements and Reports
- Skilled in Cash Handling
- Skilled in preparing other Accounting Reports(Ageing Reports, Stock Analysis, Sales Analysis, etc)
- Skilled in using Canva's basic graphic design
- Skilled in using the Microsoft Office