

Sakshiparwani314@gmail.com

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Personal Information

Name : Sakshi Parwani
Sex : Female
Place of birth : Rajasthan, India
Marital status : Single
Passport No. : X9874663

DOB : 16 Jan, 2002
Religion : Hindu
Visa Status : Visit Visa
Nationality : Indian

PROFESSIONAL SUMMARY

Dedicated Accountant with a strong commitment to efficiency and a proactive work ethic. Ready to work diligently and contribute to the organization's success through meticulous financial management and hard work. Adept at streamlining processes and ensuring accurate financial reporting. Eager to take on challenges and deliver results that drive growth and prosperity.

ACADEMIC QUALIFICATIONS

QUALIFICATION	INSTITUTE	YEAR	REMARK/PERCENTAGE
B.C.A	MAHARANI UNIVERSITY	2023	84
H.S.C	QUEEN MARY'S GIRLS SCHOOL	2020	84.5
S.S.C	QUEEN MARY'S GIRLS SCHOOL	2018	79.5

CERTIFICATIONS:

- **Certified by Computer Art**
Tally ERP 9 with GST
- **Certified by Computer Art**
RS-CFA (Rajasthan State Certificate in Financial Accounting)
- **Certified by Computer Art**
Office Management
- **Certified by F-Tech**
C and C++
- **Certified by Grras Institute**
Full Stack Development

SKILLS:

- Financial Reporting
- Accounts Payable/Receivable
- General Ledger Management
- Tax Compliance
- Reconciliation
- Tally ERP 9
- Microsoft Office Suite

EXPERIENCE:

SAMB

Accountant | 2021-2023

- Managed all accounting transactions, including accounts payable and accounts receivable
- Reconciled financial records to ensure accuracy and compliance
- Prepared and analyzed monthly, quarterly, and yearly financial statements
- Assisted in tax preparation and filing, ensuring adherence to relevant tax laws
- Collaborated with internal teams to streamline financial processes and enhance efficiency
- Managed GST reports, bank statements, and payroll
- Prepared P&L statements and balance sheets

Avadhesh Kumar Sharma

Accountant | 2020-2021

- Computed direct taxes and prepared tax returns
- Managed balance sheet and profit and loss statements
- Ensured timely bank payments and maintained bank reconciliation
- Conducted regular audits to identify discrepancies and implement corrective measures
- Prepared financial reports for management review and decision-making