

To,

HR Manager

I have come to know that you are in search of an Account Executive job for your esteemed organization. I am interested to become part of your organization, which is providing good opportunities and competitive environment for highest career growth. I have Qualified Bachelor of Commerce from D.B.R.A University, Agra UP India. I am enclosing herewith my updated profile for your kind consideration and perusal. I hope you will find my candidature suitable for the position and give me a chance to prove my worth.

Thanking you.

Encl.: Resume/

SHAKSHI PATHAK

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SHAKSHI PATHAK

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OBJECTIVE:

Seeking a challenging and growth oriented career in professional organization, which provide a new horizon and excellent opportunity where potential optimized.

WORK EXPERIENCE:

Currently working as Account Executive cum Assistant Auditor in SM Joshi Chartered Accountants.

Accounts Responsibilities:

- Preparing Monthly profit & loss Statement.
- Handling of cash book.
- Preparation of Bank reconciliation.
- Preparation of monthly payroll.
- Preparing Daily reports & monthly reports.
- Billing to clients,
- co-ordination with parties
- Verification of cash payments and Receipts statement.
- Verification of Bank payments and Receipts statement.
- Internal / External Auditing, Accounting.
- Investigating invoices & correcting errors.

Administration Responsibilities:

- Coordinating with all departments and collecting all information.
- Preparing sheet for all accounts related information
- Maintenance of all documents.
- Client co-ordination & resolving their issues.
- Marketing related work for their sister's company like emailing, account registration on different portal, searching buyer and seller data online and sending bulk emails.
- Preparing MIS Report.

EDUCATIONAL CREDENTIALS

- Bachelor's degree in 'Bachelor of commerce' from D.B.R.A University U.P, India in 2019.
- Senior Secondary from Maharaja Agrasen Girls Inter College in 2015 through U.P. Board.
- Higher Secondary from Maharaja Agrasen Girls Inter College in 2015 through U.P. Board.

TECHNICAL SKILLS

- Working knowledge of Tally ERP
- MS-Office, (Word, Excel, Power Point.)
- Operating system: Win XP, Win Vista, Win7, and Linux.

Perceived Strengths

- Ability to organize work efficiently under time and accuracy pressure.
- Hard working and commitment to work schedule.
- Ability to adopt myself quickly to new culture and environment.
- Great interpersonal and behavioral skills.

HOBBIES:

- ✓ Internet browsing.
- ✓ Traveling.
- ✓ Reading books & Listening Music.
- ✓ Dancing.

PERSONAL PROFILE

- Father Name : Laxman Prashad Pathak
- Age : 30th July 1999
- Gender : Female
- Nationality : Indian
- Marital Status : Unmarried
- Languages Known : English and Hindi

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge.

Place: Dubai UAE

(Shakshi Pathak)