

SHATAKSHI RISHI

Shastri Nagar

New Delhi- 110052

Contact no. (+91) 7827038154

Email ID- shatakshirishi65@gmail.com

CAREER OBJECTIVE:

Looking for a job that would offer independent responsibilities and bright job growth prospects and to dedicate my knowledge, skill-set and hard work to the assignments allotted to me by my organization.

EDUCATIONAL QUALIFICATIONS:

Academic:

Degree/Board	Board/University/College	Year of Passing
10	CBSE BOARD	2017
12	CBSE BOARD	2019
B.A.	SOL DU	2022
MBA	SOL DU	Pursuing

Technical:

Basic Computer knowledge

Having Certificate in E-Accounting from Envision Shastri Nagar

WORK EXPERIENCE:

- Monetary capital finance 1st October 2023 to 15th April 2024 (Business Loan and OD Limit)
- Fintriangle services 19th April 2024 to 31st August 2024 (Business Loan and OD Limit)

SKILLS:

- Good Communicator
- Creative
- Time Management
- Ability to Work under Pressure
- Commitment
- Reliability
- Problem Solving
- Dedication

TECHNICAL SKILLS:

- MS Word
- Advance Excel
- MS PowerPoint

- Tally.ERP9 with Payroll
- Busy Accounting Software

FIELD OF INTEREST / HOBBY / ACTIVITIES:

- Listening to Music
- Reading Books
- Travelling

LINGUIST PROFICIENCY:

- Hindi
- English

PERSONAL DETAILS:

Father Name	Marital Status	Nationality	Religion	DOB	Gender
Rajesh Rishi	Unmarried	Indian	Hindu	06/05/2001	Female

Declaration:

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

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LINGUIST PROFICIENCY:

- Hindi
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Date :

Place: Delhi