

VARSHA KASHYAP

About Me

An energetic candidate, able to communicate effectively with people of all ages and backgrounds, to work collaboratively to resolve problems, and to motivate team members to achieve personal and organizational objectives. Hardworking and passionate with strong organizational skills and ready to help team achieve company goals.



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Ambedkar Nagar Sec-5, New
Delhi-110062

LANGUAGE

- Hindi
- English

SKILLS

- Management Skills
- Microsoft Office
- Tally
- Communication Skills
- Leadership
- Product Knowledge

EXPERIENCE

Pre-Sales Executive

360 Aabhar Homes

New Delhi, Delhi

- Currently working in this company as Pre-Sales Executive.
- Generate and qualify leads to support the sales team.
- Engage with potential clients and schedule meetings.
- Conduct market research to identify new sales opportunities.
- Prepare and deliver presentations and proposals to prospective clients.
- Maintain an up-to-date knowledge of real estate market trends.
- Collaborate with the sales and marketing teams to develop strategies.
- Track and manage the CRM system to ensure all interactions are recorded.

Junior Accountant

Perfect Printing Solution

Noida, NCR

- One Year experience as a Junior Accountant
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Managed all payment processing, invoicing and collections tasks.
- Monitored past due accounts and pursued collections on outstanding invoices.
- Maintain Cheque books and signing with authority.

Invoice Clerk

Aparna By Katyal Traders

New Delhi, Delhi

- Two years experience in accounting as invoice clerk.
- Create invoice on book keeper software.
- Maintained clean and organized files by keeping accounts payable records up to date.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Monitored past due accounts and pursued collections on outstanding invoices

EDUCATION

- 10th passed from CBSE Board.
- 12th passed from CBSE Board.
- Graduated in BA. Prog from Delhi University.

INTERESTS

- Reading Books
- Cooking
- Travelling

HIGHLIGHT POINTS

- Highly motivated person.
- Responsibility and reliability to work in and an understanding of a team environment.
- Honest integrity and personal ethics with a continual desire to learn and expand horizons.

DATE

SIGNATURE