

# Anushka saxena

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## CAREER OBJECTIVE

A growth-oriented and challenging position in a progressive organization where my skills can be utilized in the best way with a scope of learning, innovation, and career development.

## EDUCATION QUALIFICATION

- B.com last year pursuing From Delhi University
- 12<sup>th</sup> Passed in 2020 From SBV, TKD Ext, NEW DELHI (C.B.S.E).
- 10<sup>th</sup> Passed in 2018 From SBV, TKD Ext, NEW DELHI. (C.B.S.E).

## WORK EXPERIENCE

- One year and six month experience of Accounts Executive & Accounting Trainer

## TECHNICAL SKILLS

- Good knowledge of Tally
- GST
- Basic knowledge of MS Office
- Maintain Trial balance and Balance sheet

## STRENGTHS

- Earnest, Honest, Teamwork.
- A good learner and listener.
- Good communication and presentation skills.

## PERSONAL INFORMATION

- Father Name : Mr. Naresh Saxena
- DOB: 12/10/2002
- Language Known: Hindi & English
- Hobbies: Reading and singing
- Strength: Dedication good communication

## DECLARATION

The information I have provided is true to the best of my knowledge and belief