

Shivani Shukla

203, 88 A AMRITPURI GARHI  
East of Kailash,  
New Delhi-110065,  
India

Dear Sir/ Mam,

Keeping in view the reputation of renowned organization like yours, having growth opportunities for an Account Associate paving the way for a bright future and financial rewards has motivated me to apply for the candidature.

I am seeking a successful organization, where I can invest in my career and continue to grow and develop through ongoing training while giving back through my passion and supporting my fellow team members. I hope to have the opportunity to discuss this exciting position further with you. Looking forward to meet you in person for more detailed discussion.

You will find enclosed with this letter a copy of my CV which provides a much more detailed description of my education and work experience.

Regards

Yours Truly,

Shivani Shukla

Contact No.: +91 9711870128

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## CAREER OBJECTIVE

To associate myself as a true professional with an organization this will offer growth opportunities and avenues to integrate my own vision of success with the organization.

## ACADEMIC QUALIFICATIONS

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Degree/ Examination	Institution/ University	Year of Passing
10 <sup>th</sup> Std.	CBSE	2012
12 <sup>th</sup> Std.	CBSE	2014
B.COM (Accounting & Finance)	DU-SOL	2017

## IT & SOFT SKILLS CREDENTIALS

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- ✓ Basic knowledge of MS-OFFICE (Word, Excel, and Power point).
- ✓ Working knowledge of accounting packages & Taxation Software's like TALLY9.0.

## POSITIONS OF RESPONSIBILITY

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- ✓ Worked as a Class Representative in School.
- ✓ Captain in school BADMINTON team.

## COURSE & CERTIFICATION

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- ✓ Office Assistant course from Bhartiya Vidya Bhavan.
- ✓ Finance and Accounting from Bhartiya Vidya Bhawan.

## WORK EXPERIENCE

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- ✓ Having 10 months experience as **Accounts Assistant** at **Novica Art and Handicrafts Pvt Ltd.**
- ✓ Having 1.5 year of experience as **Accounts Assistant** at **DK PANDEY & ASSOCIATES.**
- ✓ Having knowledge of export company, work on export invoices, shipping bills, knocking off invoices against remittance, regularization.
- ✓ Prepare & Upload GST Return of Individual & Private Limited Companies.
- ✓ Prepare & Upload TDS Return of Individual & Private Limited Companies.
- ✓ Participate in Statutory Audit work of company belongs to education industry as an Audit Assistant.
- ✓ Conduct Tax Audit of Proprietorships & Private Limited Companies.
- ✓ Finalize Balance Sheet of Proprietorships & Private Limited Companies.
- ✓ Prepare & Upload ITR's of Individual.
- ✓ Prepare & Upload GST Refund File.

## COMPETENCIES

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- ✓ Never give up attitude.
- ✓ Quick Learner & Target- oriented.
- ✓ Logical and analytical thinker, with a strong problem-solving approach to work.
- ✓ Displays initiative when seeking complex solutions.
- ✓ Strong Potential to Portray Leadership & Motivational Qualities.

## EMPLOYERS

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- ✓ Working as an Accounts Assistant **at Novica Art and Handicrafts Pvt Ltd.**
- ✓ Worked as an Accounts Assistant **at DK PANDEY & ASSOCIATES.**

## PERSONAL VITAE

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Date of Birth : 05<sup>th</sup> April, 1997  
Father's Name : Sh. Surender Shukla  
Languages Known : English, Hindi  
Nationality : Indian  
Hobbies : Reading Books, Novels, Listening music and Travelling  
Personal Strength : Keen Learner, Hard worker and Confident  
Residential Address : 203, 88 A AMRITPURI GARHI East of Kailash, New Delhi-110065.