**SAVITA KAUNDAL** Email: savitakaundal83@gmail.com

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Address: H.no 190/5 near Haru Di Chakki DOB: 12-12-1993 Tehsil: Samana

Patiala 147101 Punjab



* To work with highly professional organization which can provide competitive and professional environment whereby my skills along with academic background and experience will be utilized to achieve sustained growth for the organization and simultaneously fulfil career objectives.



* Good understanding of Tally ERP 9
* Undergone Computing and Finance training conducted by ICAI

# Working as an Accounts Executive with Amit Jain (Tax Return Preparer) since Oct 2018 to Oct 2019.



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| --- | --- | --- | --- |
| 2009 | X Standard | PSEB | 76.00% |
| 2011 | XII Standard | PSEB | 82.00% |
| 2014 | Bachelor’s Of Commerce | Punjabi University | 74.00% |
| 2017 | Master’s Of Commerce | Kurukshetra University | 51.00% |



* Good understanding of Tally ERP
* Undergone Computing & Finance Training conducted by ICAI.
* Got Certification in Tally ERP 9
* Proficiency in Filing GST Returns.
* Good Knowledge of Managing Accounting Ledgers.
* Reconciliation of Statements



* Good command over English Language.
* Can also converse in Hindi, Punjabi & Dogri.



* My quality of interacting with different people and willingness to learn new things has instilled in me the ability to work in diverse situations. I consider commitment to work, can-do attitude, emotional stability and high integrity as my strengths.



* Participated In Art Competition.
* Participated in District Dance Competition..
* Very much active in many other activities like debates etc.

# Reference required can be provided.