

dikshap737@gmail.com

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ADDRESS: 3856, KACHA BAZAR, AMBALA CANTT,-133001 HARYANA

**DIKSHA KASHYAP**

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard**  | **Marks Obtained**  | **Institution** | **Board/University** | **Passing Year** |
| M.COM | 61.16% | S. D. COLLEGE | KURUKSHETRA University | 2020 |
| GRADUATION | 63.16% | GOVT. COLLEGE | KURUKSHETRA University | 2015 |
| 12th  | 74.60% | JGSSS | HBSE | 2012 |
| 10th  | 74.60% | JGSSS | HBSE | 2010 |

**Professional Qualifications and Affiliations**

Master of commerce: specialization in Information Technology.

**Career Highlights**

* **PROJECTS** :-
* Website with the name of “shoemela.com” in html language
* Software with the name of “Student Information System” in VB language
* Making Ad in Ad-making competition on laptop
* **Marketing certificate course** during M.com.
* **Appreciation certificates:**
* As a member of commerce association
* As a organizing committee in one day National seminar

**Skills**

* Responsive attitude
* Patience
* Team spirit
* Documentation
* Leadership qualities

**Work Experience**

 **July, 2017 - Till date** : **As Assistant Accountant**

* I have one year training experience under Advocate of GST Advisor.
* I have working experience in limited firm as an Assistant Accountant.
* Now I am working under Advocate of GST & Income Tax Advisor as an Accountant.

**Computer Proficiency**

Microsoft Tallyerp9 html visual basic6.0

**Languages**

 English

**Hobbies**

 Hindi

Listening music

**Personal Details**

Father’s Name: Mr Ripudaman Kashyap Marital Status: Single
Birthday: August, 03, 1994 Nationality: Indian
Gender: female

**Declaration**

I, Diksha Kashyap, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:-

Place:-