

SALONI JAIN

B.COM (P) / FRESHER / COMMERCE GRADUATE

8745887117 | salonijain19998@gmail.com | F-176/S-1 Dilshad Colony, Delhi - 110095

Skills

- Knowledge of **accounting-related** concepts.
- Knowledge in preparing accounting related documents like purchases, accounts payable and accounts receivable etc..
- Knowledge in bookkeeping – journals, ledgers and trial balance.
- Ability to read and understand balance sheets.
- Experience in using accounting software like Tally.
- Proficient in MS Word, Excel and Power point.
- Great verbal and written communication skills.
- Knowledge of advertising end to end workflow.

Internships

La Vafara Media, Delhi

May - August 2020

Worked as an 'Online News Anchor' for the networked editorial communication project.

Achievements

- Received multiple certificates in creative, writing and art competitions.
- Secured zonal-level positions in sports competitions.

Education

B.COM (P), VIVEKANANDA COLLEGE , UNIVERSITY OF DELHI

2018-2021

Secured an aggregate of 8.4 CGPA.

Class XII, ST. LAWRENCE PUBLIC SCHOOL, DELHI

2017

Secured an aggregate of 89.75 %.

Class X, ST. LAWRENCE PUBLIC SCHOOL, DELHI

2015

Secured an aggregate of 9.6 CGPA.