

## Sakshi Vinod Trivedi

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### ✓ Professional Summary

Motivated and detail-oriented B.Com graduate with strong foundational knowledge in accounting and taxation. Proficient in Tally ERP9, MS Excel, and data entry with a high typing speed (40+ WPM, currently preparing to reach 50+ WPM). Adept at managing financial records, preparing basic reports, and supporting administrative tasks. Eager to contribute to a dynamic team environment and grow in the field of finance, accounting, and operations.

### 🎓 Education

Bachelor of Commerce (B.Com)

SSSKR Innani Mahavidyala, Amravati University

Year of Completion: 2020

Percentage: 73%

### 📁 Skills & Tools

- Typing Speed: 40+ words per minute (currently preparing to reach 50+ WPM)
- Accounting Tools: Tally ERP9 – Journal, Ledger, GST, Voucher Entry
- MS Excel: VLOOKUP, Pivot Tables, Basic Formulas
- Taxation Concepts: Basic knowledge of GST, TDS, Income Tax
- Software Proficiency: MS Word, MS Excel, Tally, Email tools
- Documentation: Record keeping, data entry, and administrative support
- Communication: Strong written and verbal skills

### 📜 Certifications / Training

- Certificate in Tally ERP9
- Basics of GST and Taxation Workshop
- MS Excel for Accounting Professionals

### **Core Strengths**

- High attention to detail and accuracy
- Fast learner and adaptable to new tools
- Strong organizational and time management skills
- Ability to maintain confidentiality and professionalism
- Proactive and dependable team player

### **Languages Known**

- English
- Hindi
- Marathi (if applicable)

### **Declaration**

I hereby declare that the above information is true and correct to the best of my knowledge.

Date: 12-07-2025

Place: Pune

Sakshi Vinod Trivedi