



Diksha Jangid

Gothenburg

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Profile Summary

- I have worked as an Assistant Accountant with 3 years of experience in account reconciliations, streamlining accounts, making journal entries, managing cash books. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

Experience

- Tara Medicos Pvt Ltd** May-2018 - October-2020
Assistant Accountant/ Customer Service Representative
As Assistant Accountant
 - Managed cash stock and inventory balances accurately.
 - Manage all Accounting activities related to Invoice generation
 - Making Journal and Voucher entries, Entries related to
 - Invoice and their payments
 - Bank Reconciliation
 - Managing Cash Book
 - Managing Accounting Documents and RecordsAs a Customer Representative:
 - Worked as team member, performing cashier duties, product assistance and cleaning.
 - Responding promptly to customer inquiries
 - Acknowledging and resolving customer complaints
 - Ensure customer satisfaction and provide professional customer support

Education

- Rajasthan University** 2018
M. Com(EAFM)
- Mahatma Jyoti Rao Phule University** 2015
B. Com

Skills

- Tally ERP
- Advance Excel including Pivot Table, Vlookup,
- SAP FICO
- Knowledge of GST
- Problem Solving Skills
- Team Work Skills
- System knowledge
- Petty cash management
- Account Reconciliation Process
- Bank Reconciliation

- Computer skills
- Ability to Work in Team
- Communication Skills
- Microsoft Word
- Interpersonal Skills
- • Maintenance of petty cash and preparation of cash vouchers.

Certification

- Digital Marketing Certificate from Hubspot Academy
- Social Media Marketing Certificate from Hubspot Academy