

Krishna Jambu

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156- Marutinagar, Andada, Ankleshwar-393010

OBJECTIVE

A fresher who wishes to equip myself with additional skills and hone my leadership skills by working with a team that enables me to develop and work hard.

EXPERIENCE

2022 -
Present

- **Income tax preparer**
R. K. Consultancy
 - Offered professional tax assistance to individuals and companies, ensuring compliance with current financial laws and regulations.
 - Completed and reviewed various documents and forms, proficiently preparing income tax returns.
 - Managed multiple client duties and organized all relevant paperwork efficiently.

EDUCATION

2022-
2024

- **Master of Commerce**
Veer Narmad South Gujarat University, Bharuch

2018-
2021

- **Bachelor of Commerce**
Veer Narmad South Gujarat University, Bharuch 6.0

SKILLS

Proficient in MS office (word,
excel, powerpoint)



Financial literacy



Analytical thinking



Communication



Problem solving



CERTIFICATIONS

- Computerised accounting-This program provides students with hands-on training in financial accounting and the operation of essential computerized accounting software. The preparation includes learning the procedures and internal controls required for bookkeeping, budgeting and cash flow, among other procedures.

TallyEssential Level 1

(Recording & Reporting)Fundamentals of Accounting, Introduction to TallyPrime, Maintaining Chart of Accounts, Recording and Maintaining Accounting Transactions, Banking, Generating Financial Statements and MIS Reports, Data Security, Company Data Management, goods and services tax