

# Salman Shekh



## My Contact

✉ salmanshekh1290@gmail.com

☎ 050 8378650

## Hard Skill

- Knowledge of Accountancy
- Data Management and Analysis
- Financial accounting
- Business Management
- Technical Proficiency

## Soft Skill

- Observation
- Decision making
- Communication
- Active learner

## Education Background

- *Bachelor of Commerce*  
C.P Patel & F.H Shah Commerce College  
Completed in 2023
- *Certified Tally Prime User*  
PMKVY Institute  
Completed in 2022
- *Completed Higher Education in Commerce*  
New English School  
Completed in 2020
- *National Cadet Corps N.C.C*  
Successfully completed 2 years of  
National cadet Corps

## About Me

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

## Professional Experience

### Junior Accountant | CA Dhruvil Gandhi As

24/04/2022 - 30/04/2023

Key responsibilities:

- Proving entries of transactions in Tally software
- Creating Accounts and maintaining the records of data in Microsoft Excel
- Maintaining Professional relations with customers
- Maintenance of invoices and collections of receivables

### Customer Support Executive | Cogent E Services

13/06/2023 - 17/01/2024

Key responsibilities:

- Handling issues in both company and customer favor
- Professionally Handling customers and resolving promptly
- Providing best results to company with positive and efficient performance overall

## Achievements

- Volunteered & Managed Nationed level workshop on Fit India Movement
- Completed Finishing School Program in Leadership Management and Corporate skills
- Represented College at Several competitions and occasions
- Actively participated and volunteered in Social Educational and Cultural programs