

# CURRICULUM VITAE

**NAME - SAKSHI DIXIT**

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Date of Birth – 4/8/2002

## Objectives

Seeking a position where I can launch my career and work towards building a strong skill set.

## Education

HIRENDRA LEELA PATRANAVIS SCHOOL

2018| ICSE ( CLASS X )

2020 , ISC ( CLASS XII )

JOGAMAYA DEVI COLLEGE , ( Under Calcutta University)

BCOM (2020-2023)

## Experience

PRESENT - HOME TUTOR ( 6 YEARS EXPERIENCE )

CASHIER IN CAKE SHOP ( 1 YEAR)

## Skills

COMPUTER COURSE , FROM TALLY ACADEMY ( COLLEGE STREET )

PG DIPLOMA IN FINANCIAL ACCOUNTING PROGRAM ( PGDFAP COMPUTER COURSE)

[ TALLY , MS-WORD , MS-EXCEL , MS-POWERPOINT , MS-ACCESS , MS-OFFICE , E-FILING ]