

# Akib Siddiqui

## CONTACT

PHONE:  
8076174422

EMAIL:  
Siddiquiakib.2001@gmail.com

## HOBBIES

Reading Books and articles  
Gym  
Movies  
Listening to music

## LANGUAGES KNOWN

English  
Hindi

## ABOUT

Dynamic and self-motivated individual with a proven ability to excel both in collaborative team environments and independently. Possessing a Bachelor's degree in Commerce, I bring a strong work ethic, creative mindset, and an impressive ability to tackle new challenges with enthusiasm. Committed to contributing effectively and growing professionally in any given role.

## EDUCATION

**Sri Aurobindo College, University of Delhi (2020 - 2023)**  
Bachelor of Commerce  
Cgpa:6.939

**Ksk High School (Till 2020)**  
Commerce With IP  
Percentage In 12: 79.83

**Amrita Public School**  
Percentage In CLASS10: 76.6

## WORK EXPERIENCE

### Suns Realty Group, Corporate Alliance intern

June 22,2023 – July 22,2023

- Assist in increasing social media engagement.
- Assist in Recruitment process.
- Prepares reports and presentations.

### Sidra & Varda Industries Pvt. Ltd., Accounts Executive

Dec,2021–Feb,2022

- Entering the transactions in Cash book.
- Maintain all the records and files in proper order.
- Makes Balance sheets, Profit & Loss, Trial Balance.

## SKILLS

- Financial Reporting: Proficient in preparing Balance sheet, Profit & Loss and Trial balance.
- Data Management : Strong Command on MS Excel, Google sheets, and Tally Erp9.
- Presentation: Skilled in creating impactful reports and presentations.
- Team Collaboration: Proven ability to excel in both team environment and self-initiated tasks .
- Problem Solving : Demonstrated problem - solving skills in various professionals scenarios.

## EXTRACURRICULAR ACTIVITIES

- Engaged as a vital member of the NIVESH Society, contributing to the creation of captivating content on Instagram.
- Actively participated in the Abhyaarany Society, creating informative content and impactful posters related to mental health.