

SEVENTIKA TOMAR

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Indrapuram, Ghaziabad, 201014

EDUCATION

Symbiosis Centre of
Management Studies, Noida
BBA(Finance, International
Business, Marketing) | 2022 –
2025 | 6.60

Indrapuram Public School,
Indrapuram
XIIth (CBSE) | 2022 | 82%

APEEJAY School, Noida
Xth (CBSE) | 2020 | 81%

SKILLS

Accounting & Finance

- Bookkeeping
- Ledger Management
- Financial Reporting
- Data Entry

Tools & Excel

- Microsoft Excel (VLOOKUP, Pivot Tables)
- Microsoft Office

Soft Skills

- Communication
- Time Management
- Teamwork
- Organized

Additional Skills

- Graphic Designing
- Content Creation

WORK EXPERIENCE

Account Assistant

UK Engineers, Ghaziabad | July 25 - current

- Prepared and maintained GST-compliant sales and purchase invoices, ensuring accuracy and adherence to tax regulations.
- Recorded daily accounting transactions and supported ledger management to maintain organized financial records.
- Reconciled customer and vendor accounts, identified discrepancies, and tracked outstanding payments for timely follow-ups.
- Generated and analyzed basic financial reports, including expense statements, sales summaries, and ageing reports.
- Coordinated with vendors and clients to resolve billing issues and ensure accurate documentation and smooth transactions.
- Maintained and organized financial records to support audit processes and ensure regulatory compliance.

INTERNSHIP

Junior Financial Assistant Intern

Pronosh | June 2024 – July 2024

- Assisted in maintaining inventory and financial records through data entry, ensuring accuracy and consistency.
- Supported invoicing and documentation processes by updating and organizing financial data.
- Gained exposure to GST filing, ITC claims, and financial reconciliation within Indian tax frameworks.
- Contributed to payment verification and vendor coordination processes by maintaining proper records.
- Developed practical understanding of financial reporting and operations in a startup environment.

REFERENCE

Kailash Singh Negi

Business Head

UK Engineers

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S. Sharma

Area Business Manager

Pronosh

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