



Akanksha Dalwani

Accounts and Admin Associate

[Email](#) | [LinkedIn](#)

Akanksha is currently working as an Accounts & Admin Associate at Stratjuris Partners and is responsible for handling and maintaining accounts of the firm. As an admin associate, she coordinates with Patent, Trademark & GDPR Teams. Akanksha is an MBA Graduate from Bharati Vidyapeeth, Pune.

Akanksha's area of responsibilities includes Implementation and monitoring of programs as directed by the management and see the programmes through to completion, send emails to clients, preparation of reports when appropriate, record all transactions related to client payments, generate and distribute invoices for services rendered, monitor company emails and other communication systems to ensure faster response to clients.