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Sarbjeet Kaur

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Career Objective

A Career that provides opportunities for Professional and Personal Development as well as to Contribute to the Organizations effectiveness. To set an example of growth, efficiency & advancement of higher level in professionalism, in synchrony with the changing & fast moving industry thereby enhancing my managerial and leadership skills & in the process benefiting the organization of repute, I represent.

Profile Snapshot

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Controlling expenditures and obligations (including operating expenses, debt, payroll).
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Managed financial departments with responsibility for Budgets, Forecasting, Accounts Payable and Receivable.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

Work Experience

Presently working with HDFC Bank since Oct -2012

* Worked on Credit and Debit notes.
* On-call responsibilities related credit outstanding.
* Sending periodic reports to the corporate office.
* Coordination with Internal auditors for audit.
* Internal and external reporting.
* [Bookkeeping](http://www.jasmith.com/category/bookkeeping/).

Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Qualification | Institution | UNIVERSITY | CGPA/% |
| 2010 | B.A | GND KHALSA GIRLS COLLEGE, BHATINDA | PUNJABI UNIVERSITY, PATIALA | 50 |
| 2007 | 12 | GOVT. GIRLS SCHOOL BATHINDA | PSEB | 50 |

Computer Skills

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows and Microsoft Office.

Achievements

* Participated in Story Writing Competition.
* Participated in Calligraphy Competition.
* Team Player
* Leadership Qualities

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| Specialized Skills   * Workshop on Corporate Communication Skills * Attended various Seminars/Colloquiums of the field of management * Time Management Skills * Problem Solving Skills * Organizational Skills |

Personal Details

Father Name Mr. Darshan Singh

Date of Birth 11 May 1989

Languages English, Hindi, Punjabi

Nationality India

Declaration

I hereby declare that information given above is true to the best of my knowledge.

(Sarbjeet Kaur)