



Neha Kumari

Profile

Looking for opportunities where I can apply my learning from past experiences and contribute towards the growth of the organization and at the same time continue the learning journey to consistently improve my skills

Employment History

Accounts Officer at QX Global Group, Ahmedabad

May 2022 — February 2023

- Worked for **Accounts Receivables and Payables** section for one of the largest health care service providers in the UK
- Prepared** aged **debtors report** on monthly basis using Business Central
- Reconciliated** pending payments to staff and vendors across departments
- Analysed bank statements** and recommended funds movement to ensure the cash availability in bank accounts to make necessary payments
- Processed Purchase Invoices** using **SAP Concur**, prepared payments runs & BACS files and posted payments for the client

Recruiter at IMS People Possible, Ahmedabad

December 2021 — May 2022

- Sourced** candidates with specialized skill set for a UK based client by providing them shifts and rates as per their location, grade and specialty
- Reached out to former employees and onboarded them in the organization leading to better retention and serviceability

Senior Relationship Manager at ICICI Securities Limited

July 2021 — October 2021

- Acquired** references and onboarded them as clients by selling various products like Demat Accounts, Life Insurance, General Insurance Etc.
- Handled** the portfolio of existing customers, recommended various investment products to increase their ROI and Portfolio size
- Improved customer experience** by proactively reaching out to them and resolving their queries and issues

Education

PGPM, ICFAI Business School, Ahmedabad

June 2019 — March 2021

CGPA - 6.40

Bachelor of Technology, Sam Higginbottom University of Agriculture, Technology and Sciences, Allahabad

July 2014 — May 2018

CGPA - 9.06

Details

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Links

[Linkedin -](#)
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Skills

Fast Learner

Ability to Work in a Team

Microsoft Office

Time Management

Adaptability

Financial Accounting

Hobbies

Crafting, Cooking, Teaching

Intermediate of Science, K.R.S.R HIGHER SECONDARY SCHOOL, Hajipur

June 2012 — May 2014

Marks percentage - 57.60%

Xth, Acharya Shri Sudarshan Krishna Niketan, Patna

May 2011

CGPA - 9.0

Internships

Summer Intern at Khimji Ramdas India private limited, Ahmedabad

February 2020 — May 2020

- Worked with Finance Dept of Ahmedabad region where I was responsible for identifying ideas and opportunities to save cost
- Suggested strategies to reduce cost by analysing financial statements, calculating various ratios & analysing AR norms with the help of MS Excel
- Analysed sales data of different products, performed RCA for low selling products and recommended steps to increase sales

Summer Intern at Bharat Sanchar Nigam Limited, Patna

June 2016 — July 2016

- Learnt about architecture of GSM network, Optical fibre communication & Speech to radio transmission

Summer Intern at National Thermal Power Corporation Limited, Barh

June 2017 — June 2017

- Learnt about pulverized coal fired power generation, working of Turbine & Distribution of electricity

Extra-curricular activities

- Received certificate of appreciation and certificate of excellence from Shriram life insurance, 2020
- Received certificate of achievement from Internshala for marketing the events of IIM Bangalore's Vista, 2020
- Served as the Vice-President in technical society at SHUATS, 2017-2018
- Served as the Treasurer in technical society at SHUATS, 2016-2017

Certifications

IRDAI examination

May 2021

NISM series-V-A: mutual fund distributors certification examination

May 2021

Courses

- Online certification course of **Basic Accounting**, Udemy
- Online certification course of **Investment Banking**, Udemy