

PUSHPA PAL

SATELITE QUARTER B-01 HARIPAR ROAD, BHUJ - KUTCH, GUJARAT

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OBJECTIVE

Willing to work as a key player in challenging and creative environment and to become a successful professional to work in an innovative and competitive world.

PROFFESIONAL QUALIFICATION

- ❖ UNIVERSITY-Ranchi University
- ❖ M.B.A. (finance & H.R)

NAME OF INSTITUTE	SPECILIZATION	YEAR OF PASSING	MARKS	% OF MARKS
S.N.S.I.B.M	Finance & H.R	Oct -2013	1927/2500	77.08

- ❖ Summer internship Training- “Summer Training from Patratu Thermal Power station, Patratu of 37 days From16th May’ 2012 To 23rd June’ 2012. On Cash Management”.

- ❖ Other qualification-

Examination	School/Collage	University/ Board	Month & Year of Passing	Result %	Final result's Classification
B.com	Shri J.B Thacker Commerce Collage- Bhuj	Kuchchh University	March - 2008	66.67	First Class
Hsc	Shri Indrabai Girls High school.	Gujarat Board	March- 2005	70.00	Distinction
Ssc	Shri P.B.T.S High School	Gujarat Board	March - 2003	71.29	Distinction

WORK EXPERIENCE

1.Deendayal Port Trust (Known as Kandla Port Trust),
Government undertaking,
Gandhidham Kutch,

- Job Post- Management Trainee (IN SIPC project of Deendayal Port Trust)
- Time Duration – 23 may 2016, to 22 October 2018
- Work Handle – Preparation of R.A bills of SIPC (Smart Industrial Port City) Project, Contingent bills, preparation of Audit reply, Preparation of Monthly return & Progress report of SIPC Project. All work given by the management.

I had been worked in Vigilance Department

Duration of work:- 23 October2018 to 23 March.2019

- Work handle –Scrutiny of Annual Property Returns of officers,
- Assist for Scrutiny of documents and reports preparation in case of any complaint
- Scrutiny of Medical Bills of Employees
- Scrutiny of LTC/TA-DA Bills of Employees
- Assist for Vigilance Clearance of Officials
- Assist for various Reports related to CVC
- Assist for various Reports related to Mos.
- Preparation of proposal, letters notes etc.
- Preparation of Monthly, quarterly and Annual Reports to CVC/Mos.

PERSONAL DETAILS

Full Name	Pal Pushpakumari Surendra
Date of Birth	01.03.1988
Gender	Female
Languages known	English Hindi & Gujarati
Interest area	Reading, Singing

KEY SKILL

- *Advance Excel*
- *MS office*
- *Well versed with Internet & E-mail communication*
- *Tally*
- *Operating system –windows*

DECLARATION

I hereby sincerely affirm that the above details furnished by me are true to the best of my knowledge.

Yours faithfully

Pal Pushpa.