NEETU R. YADAV

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# Address: 21,Ashraysoc.near Indira Bridge

# Hansol, Ahmedabad - 382475

**Career Objectives**

To experience and to rise to a successful managerial position in an organization which believe in professionalism and development of the individual and encourages sustained innovative contribution.

**Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute / University** | **Year** | **Percentage/Spi** | **Class** |
| PGDM | AICTE | 2014 | 2.47 | - |
| B.Com | Gujarat University | 2012 | 49 | - |
| HSC | GSHEB | 2009 | 75 | Distinction |
| SSC | GSHEB | 2007 | 59 | Second |

**Summer Internship**

**Organization**:Sharekhan Ltd

**Duration** : 2 Months

**Title**  : Report on Commodity Market In India

**Work Experience**

1. **Appco Marketing India Private Ltd**. Sep'2014 to Dec'2014 As Management Trainee
2. **Krishna Garments** as a Accounts Assistant Jan'2015 to Aug. 2015
3. **Mahalaxmi Rubtech Ltd**. As a Accounts Assistant Sep.2015 to till date

**Roles and Responsibility**

* Accounts Payable, includes processing invoices, following up with vendors
* Accounts Receivable, including processing payments, producing statement of accounts
* Banking, processing bank deposits, including trips to the bank. All associated finance entries.
* Bank Reconciliation Statements
* Genius software
* TDS Entry
* Creditors & Debtors Report
* Purchase & Sales Entry
* Stock Statement

**Computing Skills**

Software Packages: MS-Office, SPSS Tally 7.2 & 9 ,BBCS

**Projects Undertaken During PGDM**

Research proposal on consumer preferences towards footwear

**Awards & Achievements**

* Participation in “ICICI Stock Mind”- Quest for the best building Investor.
* Rewarded with “SIP Super Star certificate” at Reliance mutal fund, in the span period of Internship.

**Personal Profile**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 10/06/1992 |
| Gender | : | Female |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Languages Known | : | English, Hindi. |
| Interests | : | Playing badminton, Making presentations. |