

CURRICULUM VITAE

Rupinder Kaur

22 Vill Sadopur PO Kakroo, Ambala

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CAREER OBJECTIVE

To build a career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal, and climbing the career ladder through continuous learning and commitment.

ACADEMIC QUALIFICATION

- Bachelor of Commerce from Kurukshetra University, Kurukshetra in the year 2020
- 12th Passed from Board of Education Haryana in 2016 with 77%.
- 10th Passed from the Board of Education Haryana in 2014 with 87.6%
- IELTS score overall 6.5.

EXPERIENCE

- I have experience as a Staff Accountant at Future Finders from 01-06- 2020 to 01-04-2024.

JOB ROLES

- Manage all accounting transactions.
- Assist in 3- 3-way match process on inventory-related purchases.
- Publish financial statements on time.
- Assist with month-end and year-end close processes.
- Develop and maintain internal financial controls and procedures.

PERSONAL SKILL

- Honesty
- Team Spirit
- Accepting Challenges
- Hardworking and Dedicated

PERSONAL PROFILE

- Father's Name Avtar Singh

➤ Date of Birth	25/07/1998
➤ Sex	Female
➤ Marital Status	married
➤ Language Known	Punjabi, English, Hindi
➤ Nationality	Indian
➤ Email Id	rupinderez1998@gmail.com

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date: 05-04-2024

Place: Dera Bassi

Rupinder Kaur

