

Priyanka Panchal

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OBJECTIVE

To be one among the most versatile and innovative achievers, rendering quality service with the believe that my growth lies in the growth of the Organization. To give my best and prove myself in given condition and various situation.

SKILLS

- Excel
- Finance
- Presentation skills
- Communication
- Quick Learner
- Interpersonal skills

INTERESTS

- singing
- Gardening
- Reading Books

CERTIFICATE

- **Hr Training certificate**
 1. Calling candidates
 2. Jd creation
 3. shortlisting the candidates
 4. Job posting on job portals

EXPERIENCE

➔ **Oct 2022 - May 2023**

Sgs India Pvt Ltd

Executive

- a. Daily record keeping
- b. Maintain and update databases and tracking systems
- c. Microsoft Office in Excel Sumif, vlookup, pivot, charts, countif, average, mail merge.
- d. Managing tracker on Excel.
- e. Creating and maintaining Database.
- g. Uploading the documents on required portals
- h. Documents verification
- f. Presentation.

EDUCATION



Narsee Monjee University (Nmims)

Master Of Business Administration (MBA) Finance



Delhi University

B.com Finance



CBSE Board

XII



CBSE Board

X

