

KULJEET KAUR

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SUMMARY

I'm **commerce postgraduate** with the sound **logic, analytical, communication** and **number crunching** ability looking forward to build a career with a leading institution, seeking an achievement driven opportunity to take charge and maximize my potential in providing services to clients, along with honing my skills and developing the new one keeping in line with the organization's goal.

EXPERIENCE

Currently working in **ICICI Bank** as Manager- 1 under ICMC currency chest.

- Had 8.5 years approx. experience in DRO (Decentralized Retail Operations) catering to all types of loans since August'13.

Previously was working with Sanjeev Sharma & Associates, Chandigarh (CA Firm) as Assistant Account for 7 months.

- Maintaining Balance Sheet & ledgers of clients
- Filing of returns of clients

EDUCATION

ICICI Manipal University, Bangalore
Post Graduate Diploma in Banking & Finance
(CGPA -7.6)

Nov 2013

S.G.S.C.W, Punjab University, Chandigarh
M.Com – aggregate (63%)

April 2011

Government College for Girls, Punjab University, Chandigarh
B.Com. (Honors) (60%)

April 2009

DAV School (C.B.S.E), Chandigarh
Higher Secondary (73.6%)

March 2006

Sacred Heart Secondary School (C.B.S.E), Chandigarh
Secondary (72%)

March 2004

ACHIEVEMENTS

- Won trophy for my contribution & implementation of idea in Retail Sprinters Program held in ICICI Bank in FY 2017-18
- Won First position in Throwball competition in Manipal University.
- Organized Blood Donation camps for the past 4 years and I've been a volunteer donor too in my college.
- Won a group trophy for dance in "**Jhankar**" the annual fest of Punjab University.

CERTIFICATION

- **NISM Certification -2013**
- **ICFe Certified** (Tally, Busy, Excel, Direct Tax, Indirect Tax).

PROJECT

Managing Accounts (Real Life Project assigned at ICFE)

- **Tally 9:** Maintained all the accounts in this software.
- **Busy:** Accounts maintained on it which is meant for smaller companies.
- **Demat Account:** Handling trading and settlement issues.
- **Direct Tax & TDS:** Filling & Filing of e-returns of firms & Co., PAN, TDS etc.
- **MS Excel:** Accounting on excel.

EXTRA CURRICULAR ACTIVITIES

- Listening to Music
- Cooking

PERSONAL DETAILS

Gender:	Female
Date of birth:	17 th May, 1988
Marital Status:	Married
Languages Known:	English, Hindi, and Punjabi