

## **HEENA KUMARI**

Flat No – 2321, 23rd floor, Alta  
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### **Personal Details:**

Father's Name:	Raj Kishore Singh
Spouse :	Vijay Tiwary
Date of Birth:	21 <sup>st</sup> October 1991
Gender:	Female
Marital Status:	Married
Permanent Address:	C-Wing,2321, Altavista, laldongar, Chembur

### **Educational Qualification:**

- Matriculation from TATA DAV Public school (Dhanbad).
- Intermediate from TATA DAV Public school (Dhanbad).
- B.com (Accounts hons.) St. Xavier's college, Ranchi
- MCA(IGNOU) pursuing

### **Professional Profile:**

- 9 months experience as a cashier in Tanishq.(oct 2013 to june 2014)
- 4yrs experience as cashier in Ujjivan small finance bank.( oct 2014 to dec2018)
- 3yrs Experience in HDB Financial Services Pvt. Ltd. As a operation(MIS).

### **Professional Summary Cashier:**

- Develop reputation for prompt, efficient service with high level of accuracy.
- Opening and close register, cash handling, operational works, day to day transactions.
- Expertise in record keeping, planning, policies, procedures and ensuring quality customer services all the time.
- Training the new cashier, monitoring the cash limit.

### **Profile summary MIS Operation:**

- Looking after the joining formalities.
- Verifying all the statutory forms.
- E code generation of all the employees.
- Mentor query resolving on PAN india basis.
- Maintaining documents for Audit process.

**Technical Skill Sets:**

Operating Systems:	Windows Servers
Software Languages:	HTML, CSS, C Language,SQL,POWER BI,PYTHON
Tally	Tally version 9.0
Computer Application	Diploma In Computer Application, Advance excel(Ms-Excel,VLookup, Hlookup,Pivot table,conditional formating, countif, sumif, index, match, Excel dashboard)

**Traits of Character:**

- ❖ Good Personality, smart-working, adaptable, quick learner, self motivated, ready to take moderate risks, individual contributor and a good team player, practical attitude towards life, good grasping.

Date:  
Place:

Signature  
(Heena Kumari)