

# Kamini Thakur

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## CONTACT

Sector 79  
Mohali, Punjab  
Punjab

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## CAREER OBJECTIVES

A gifted finance professional with strong analytical, Self-driven, communication, and interpersonal skills. Having diversified experience of 2 plus years and it is a proven track that I can fit into any given role with adequate training and with the least supervision. I am looking to grow in a progressive organization with any given role for my profile where the blend of corporate experience and enhanced educational skills can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.

## ACHIEVEMENTS

- 6 Months training by TCS career edge program.
- Awarded certificates at various levels in debates, declamations, quizzes, Writing Competitions.
- Recognized as Shining star in Escalon for outstanding performance in 2023.
- Received a certificate for outstanding performance in academic in graduation

## WORK EXPERIENCE

### Escalon Business Services

Mar 2022 — Present

Associate

Responsible for Internal Finance Operations:

- Responsible for preparing the Transaction analysis and looking for any adjustments, fee revisions, and budget updates.
- Preparing sales Quotations/ Estimates based on the transaction volumes of AR, AP, bank transactions, credit card transactions, expense reports, working with GLs and payroll count.
- Keep a check on Fee revision for the existing clients and considering the current relationship with the client and Gross revenue.
- Preparing and updating monthly budgets and other financials request by the management and ensuring completion of the tasks within given TAT.
- Adhering to the financial process and other Standard SOPs.
- working with worksheets Excls and online trackers.
- Mentoring and helping new joiners to learn the process and understand the analysis.

### HDFC LIFE for RBL Bank

Nov 2021 — Mar 2022

Sales Development Manager

- Handling customers' queries regarding passbooks, credit cards, NEFTs, and RTGS.
- upselling banking products (insurance, new bank account, credit cards)
- Data management and working on excels to maintain all the records
- Handling Elite customers by providing them with onsite banking services on their accounts.
- Relationship building with customers and listening to feedback and grievances and acting upon them
- Sharing information on new policies with old and new Customers.

## EDUCATION

### MBA - International Business

Nov 2021 — Pursuing

Lovely Professional University

- Pursuing MBA in international Business
- completed 3 semester with good score.

### BACHELOR OF COMMERCE

Aug 2018 — June 2021

HPU

- Did bachelor from Himachal Pradesh University.
- Studies Business law, Business communication, Tax and Accountancy as main stream subjects.

## SKILLS

- Presentation skills and leadership qualities.
- Knowledge about working with windows operating system and databases.
- working with Google and OneDrive sheets

## INTERESTS

- Reading books and learning success mantras to be more successful.
- Interacting with people and learning from their experiences.
- Surfing internet and cooking.
- Love technology and new gadgets.

## PERSONAL DETAILS

- Date Of Birth: 02 November 2000
- Marital Status: Unmarried
- Father's name: Sh. Sanjeev Kumar
- Languages: Hindi, English, Punjabi and German
- Home Town: Kangra, Himachal Pradesh.

I hereby declare that all the above information furnished is true to the best of my knowledge.