



# Mamta Kour

Cashier/FOE

## PERSONAL SUMMARY

I have more than 5 years of working experience in different roles, I have given 100% to every role and I performed it very well, I have been always interested in doing such challenging roles & I would Like to do such challenging roles in future also.

## INTERESTS

- Art & craft
- Music , Dancing & Hosting
- Watching suspense & Thrill movies & reality shows

## SKILLS

- Strong work ethic & Quick Learner
- Hard working & Time Management
- Critical Thinking, Problem Solving
- Adaptability & Collaboration

## PERSONAL DETAILS

Father name: Hundu Singh  
Religion: Sikh (Sikhalgar)  
Marital Status: Unmarried  
DOB:15-02-1996  
Phone: 9110444708  
Languages: Hindi, English  
Address: Apposite GND Engg  
College, Mailloore Road Bidar  
585-403  
Email: mamta.kour15@gmail.com

## WORK EXPERIENCE

### Cashier/ Front Office Executive/Account Executive

#### **Nisarga Family Homes Pvt Ltd Bidar (2021-2024)**

- handling Cash,
- Maintaining the opening & Closing Balance for the day
- drafting of sale agreement.
- Maintaining & Monitoring respective department of the company.
- Recruiting, Short listing the Candidates,
- Giving Induction, Training & Maintaining the Employee records,
- Conducting Disciplinary Actions &
- Prepares PMS presentations.

### Account Associate

#### **Hi-Ideals Technologies Pvt.ltd Bidar (2017-2018)**

- Maintaining of all company's accounts &
- Bookkeeping service for USA clients.

### Account Assistant

#### **K.K Attal & associates Bidar (2014-2016)**

- Maintenance of accounts..

## EDUCATION

### **Master of commerce (2015-2017)**

College: First Grade College Bidar,

University: Gulbarga University

Percentage Secured: 62%

### **Bachelor of commerce (2012-2015)**

College: Akkamahadevi College women's Bidar,

University: Bijapur Univercity

Percentage Secured: 75%

### **PUC II (2011-2012)**

College: Akkamahadevi College women's Bidar,

Percentage Secured: 52%

### **SSLC (2009-2010)**

College: Pannalal Heeralal High School Bidar,

Percentage Secured: 56%

## MAJOR ACHIEVEMENTS

- Appreciation Certificate for social Work (2019)
- Recognition Certificate for social service (2018)
- Certificate of appreciation from CREAM (20-21)

## TECHNICAL SKILLS

- MS Office (Word, Excel, PPT)
- Internet Browsing & Mails.
- Software Knowledge:
  - Quickbook(Bookkeeping & Invoicing Software)
  - GST Portal, WinmanERP(Online GST Solution Software)
  - Webmail (Mailing Software)
  - Strategic ERP (Used by Contractors & Builders Software)