

KASHAF FATIMA

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PROFESSIONAL SUMMARY

- I'm looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting. To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

PROFESSIONAL EXPERIENCE

- Campus Ambassador** 2024
Feedants, Internship- 2 months
In this internship I grownup myself with public speaking, gain knowledge of effective marketing strategies, proficiency in using social media, leadership qualities to influence and motivate peers, collaborate with different groups with interpersonal skills to build relationship, conducting surveys.

EDUCATION

- Mahatma Gandhi Post Graduate College (Affiliated to Gorakhpur University)** Present
Bachelor of Commerce
- Diploma in 'O' Level (Information Technology)** 2024
National Institute of Electronics and Information Technology, B Grade
- Carmel Girls' Inter College** 2022
Intermediate, 71.6
- Carmel Girls' Inter College** 2020
High School, 86.16

SKILLS & OTHER

- Technical Skills-** Basic programming languages, Excel, MS Word, MS Presentation, Financial Modelling, Web Designing, Business Analysis, Taxation.
- Hard Skills-** Accounting, Payroll, Data Analytics, Cash Flow, Accounts Receivable, Basic HTML, Basic Python, Basic C++, Accounts Payable, Digital Marketing, IOT, Basic CSS, Basic JavaScript, Testing.
- Soft Skills-** Communication, Time Management, Leadership, Emotional Intelligence, Conflict Resolution, Interpersonal Skills, Team Management, Problem Solving, Adaptability.

PROJECT'S

- Payroll Management**
May 2023 – Mar 2024
The aim of this project was to identify the efficacy of different work Employees salary. In this project created a pay heads or Employers other charges pay heads including TDS.

- **GST Management**

2 months

The goal of this project was to manage the GST control of the all different kinds of organization and inventory management.

CERTIFICATIONS

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| • Financial Business Accounting and MIS Reports
Coursera | 2024 |
| • Data Analytics Visualization
Forage | 2024 |
| • Financial Accounting Advisory Services (FAAS)
Forage | 2024 |
| • Business Analysis & Process Management
Coursera | 2024 |
| • Diploma in Digital Marketing
OHSC | 2024 |
| • Risk Management in Financial Sector
tcsION | 2023 |
| • Data Analytics Essentials
Cisco | 2024 |
| • Diploma in Accounting and Finance
eLearning College | 2024 |
| • Business Analytics with Excel
Coursera | 2024 |

ACHIEVEMENTS & AWARDS

- **Communication Skills**
tcsION, 2023
- **Accounting Fundamentals**
tcsION, 2023
- **Soft Skills**
tcsION, 2023