

CURRICULUM VITAE

Vartika Rai

9/116 ,Lohia Vihar,

Indira Nagar,

Lucknow-226016

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CAREER OBJECTIVE

Intend to build a career with honesty and sincere dedication for the growth of the company, which will help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging and dynamic environment.

EDUCATIONAL QUALIFICATION

<u>Institution(s)</u>	<u>Qualification(s)</u>	<u>Percentage</u>	<u>Year</u>
National Post Graduate College (Lucknow University)	B. COM	72.00	2020
Central Academy Indira Nagar Lucknow	CLASS XII	90.80	2017
Central Academy Indira Nagar Lucknow	CLASS X	95.00	2015

PROFESSIONAL QUALIFICATION

INSTITUTION: Institute of Cost and Management Accountants of India (CMA Course)

LEVEL	MONTH & YEAR	MAXIMUM MARKS	MARKS SCORED	PERCENTAGE (%)
CMA INTERMEDIATE :				
Group I	December 2018	400	238	59.50
Group II	June 2019	400	275	68.75
CMA FOUNDATION	December 2017	400	287	71.75

CERTIFICATION COURSE

- Completed 100 hours of computer practical training from Lucknow Chapter of the Institute of Cost Accountants of India
- Completed Course on Computer Concepts from NIELET

WORK EXPERIENCE

September 2021 onwards :

Accounts Executive at Zonal Office, Madhyanchal Vidyut Vitaran Nigam Limited, Lesa CIS Gomti, Qaiserbagh, Lucknow

Assignments Handled

- Assisted in Payroll Execution and Salary Processing on SAP portal for the Zonal and Divisional Employees
- Assisted in monthly Cash Book and Bank Reconciliation Statement preparation at the Zonal Level.
- Assisted in compiling the data for Inter Unit Transfers of Stock and Materials from one division to another.

December 2019 to September 2020 :

Management Trainee in Finance and Accounts section, Food Corporation of India, Regional Office, Lucknow.

Assignments Handled

- Assisted in preparation of 'Budget Allotment Statement' for allotment of various expenditure heads in the District Offices.
- Prepared various Cash Management Portal Ids for officials of the Organization.
- Assisted in preparing daily Payment Position sheets for the payment made to various agencies regarding RMS (Rabi Month Season) and KMS (Kharif Month Season) of the concerned years.

PERSONAL PROFILE

Date of Birth	23 December, 1998
Father's Name	Mr. Ashok Kumar Rai
Age	23
Gender	Female
Marital Status	Unmarried
Hobbies	Cooking and Dancing
Strength	Systematic approach towards work & quick adaptability to new environment, Hardworking, Ambitious and Quick learner, Dedicated and Devoted towards work.