




SHILPI MISHRA

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OBJECTIVE

Looking for a fulltime position in a company that allows me to leverage my skills and potential for the growth of the company and allowing me to constantly learn throughout the process.



EDUCATION

MBA | JAIPURIA INSTITUTE OF MANAGEMENT, AKTU UNIVERSITY

2016-2018

MAJOR: Finance/IT, Percentage: 71%

B.COM | DELHI UNIVERSITY

2011-2014

PERCENTAGE:60.54%

INTERMEDIATE(AISSCE) | CBSE, NEW DELHI

2009-2011

MAJOR: COMMERCE, PERCENTAGE:56%

HIGH SCHOOL(ASSCE) | CBSE, NEW DELHI

PERCENTAGE:60.8%



EXPERIENCE

GRAS & CO., KALKA JI, NEW DELHI | ACCOUNT EXECUTIVE

FEB'19-PRESENT

Internal Auditing, ITR Filing, GST processing and filing, MIS Reporting, Salary Structuring Designing and Auditing.

MITA INDIA PVT LIMITED | MANAGEMENT TRAINING

NOVEMBER'18-JANUARY'19

MIS Reporting, salary structuring Designing and Auditing.

GRAS & CO., KALKA JI, NEW DELHI | ACCOUNT EXECUTIVE

JUNE'18-OCTOBER'18

Internal Auditing, ITR Filing and GST processing and filing.



SKILLS

- SAP FICO (General Ledger, Accounts Payable & Receivable, Controlling, Taxes, Depreciation)
- TALLY ERP-9
- SALARY STRUCTURING
- MIS REPORTING
- INTERNAL AUDITING



ACTIVITIES

23'FEB - 24'FEB (2017)

Organized Table Tennis Tournament on Sports Day

Industry Visit

- AMUL
- YAKULT



AWARDS AND ACCOCLADES

- Secured 1st Position in University Hockey Tournament
- Winner of Table Tennis Tournament at National Level



INTERESTS AND HOBBIES

- Avid lover of table Tennis and Hockey, Throwball, basketball & Badminton. Like playing too
- Love Dancing and listening songs