

# Resume

**Trupti Choudhary**

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## **CARRIER OBJECTIVE:**

To acquire employment in your organization where I could apply my Management and Technical skills and to work in a dynamic organization where advancements are based on achievements, aspiring to utilize my skills to the maximum, while contributing to achieve a new high in organization's excellence.

## **WORK EXPERIENCE**

SHRIKANT INDUSTRIES(Sep-15 to July-18)

- ❖ Responsible for various processing of banking transaction like Funds transfer, Submission of Credit related documents
- ❖ Experience of Vouching ,Summarizing and reconciliation of accounts
- ❖ Maintaining of all statutory Registers/records
- ❖ Financial management and reports preparation.
- ❖ Ratio Analysis to ascertain the liquidity and profitability of the company
- ❖ Debtors ageing and providing audit assistance

## **PERSONAL QUALITIES**

- ❖ A dynamic and multitalented professional with exceptional financial knowledge having degree of MBA.
- ❖ Both independent and team worker, as required.
- ❖ Ability to multi-task and prioritize effectively.
- ❖ Poised and patient.
- ❖ Highly motivated and eager to learn new things.

## **ACADEMIA**

- ❖ M.B.A(Finance and HR) from Amravati University in year 2014.
- ❖ B.E (I.T) from Amravati University, in year 2012.
- ❖ Intermediate from Vidyabharti College, Amravati in year 2008.
- ❖ SSC from Holy Cross English High School, Amravati in year 2006

## **ACADEMIC PROJECT**

A study of financial performance of Rasoya Protein Ltd. In this project, I was responsible for analyzing the financial position of the company by applying ratio analysis.

#### TECHNICAL SKILLS

- ❖ Indirect Tax: VAT & Service Tax- ICA Cleared
- ❖ Cost Management, Auditing ( Banking Costing)- ICA Cleared
- ❖ Business Account- ICA Cleared
- ❖ Business Of Computer Application – ICA Cleared
- ❖ Business Communication- ICA Appeared
- ❖ Journal Entries, Depreciation & Stock Valuation
- ❖ BRS, Ledger Creation & Finalization of Accounts
- ❖ E filling & E commerce

#### CERTIFICATIONS

- ❖ MS CIT
- ❖ Advance Excel
- ❖ Tally ERP 9.0
- ❖ Certified Industrial Accountant (CIA) from the Institute of Computer Accountants.

#### PERSONEL DETAILS:

- |   |                 |                                      |
|---|-----------------|--------------------------------------|
| ❖ | Date of Birth:  | 09-Dec-1990                          |
| ❖ | Nationality:    | Indian                               |
| ❖ | Marital Status: | Married                              |
| ❖ | Gender:         | Female                               |
| ❖ | Hobbies         | Internet Surfing, Listening to Music |

#### DECLARATION

I affirm that the above given information is true & correct to the best of my knowledge.

Place: Mumbai

Trupti Choudhary