### **RESUME**

### **PREETI GUPTA**

### B-137, 2nd Floor, Uday Vihar, Near Goyal Hospital,

### Chander Vihar, New Delhi – 110018



**Objective**

To work in a result oriented institute that seeks an ambitious and career conscious person where acquired skills and education will be utilized towards mutual growth and advancement of both the institution and myself.

**Academic/ Professional Qualification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Degree/ Education Level** | **Course Name** | **School/ Board** | **University/ College** | **Start/End** | **Percentage.** |
| 1 | 10th Standard | -- | Govt. Girl S. Sec School | CBSE | 2003-04 | 75% |
| 2 | 12th Standard | -- | Govt. Girl S. Sec School | CBSE | 2005-06 | 75% |
| 3 | Graduation | B.Com (P) | Maitreyi College | NCWEB, University of Delhi | 2007-09 | 57% |
| 4 | Higher Education | CMA (Inter) | ICWAI | ICWAI | 2009-10 | 55% |

**Experience Details**

**Presently working as a Practitioner in Accounts Payable Procure to Pay from Feb 2016 to till date in IBM India Pvt. Ltd.**

* Invoice Processing in Basware & Baan
* Invoice Indexing in Cofax & Invoice Processing in Concur
* Intercompany invoice Processing
* PO Adjustment
* Creating Debit & Credit Memo
* Checking and Preparing Corrections for Customer Invoices
* Email Handling

**Worked as Office/Account Assistant in Embroidery Zone (Delhi) Since Mar-2013 to Aug-2014.**

* Bank Reconciliation.
* Petty Cash Book Maintain.
* Salary and Over Time Calculation & Payment.
* Payment of Vendors on Weekly Basis.
* Stock Reconciliation for Incoming and Out Going Martials.
* Invoice Maintenance and tracking for Payment.

**Technical Skills**

* Possess extensive knowledge of working in Baan & Basware.
* Microsoft Office & Internet.

**Personal Details**

Husband Name : Ashish Kumar Gupta

Father Name : Pawan Kumar

Date of Birth : 20th Nov 1987

Marital Status : Married

Languages Known : English and Hindi

Area of Interest : Listening to Music

Email : [vasan.preeti@gmail.com](mailto:vasan.preeti@gmail.com)

* Contact No. : +919910107755

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place : New Delhi (Preeti Gupta)