

# Resume

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## PRACHI AGGARWAL

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### Contact

Phone no. 91-8287270415

Email : prachi19071996@gmail.com

Address :R-11/70 Rajnagar Ghaziabad

### Objective

To work in environment where my skills would help achieve the goal and promote the success of the organization.

### Education

Degree	Institute	Board / University	Year	
M.B.A	Kalinga university, chattisgarh	Kalinga university	2016-2018	
B.com	School of open learning , delhi	Delhi university	2013-2016	
12 <sup>th</sup>	Shri thakur dwara balika vidyalaya Ghaziabad up	C.B.S.E	2013	
10 <sup>th</sup>	shri thakur dwara balika vidyalaya Ghaziabad up	C.B.S.E	2011	

### Skills set:

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- Accounts Payable.
  - Invoice processing
  - TDS and GST.
  - Reconciliations.

### Work Experience:

**Company: White Paper Consultant (Business Process Outsourcing Organization)**

**Duration: Jan'2019 to Till Date**

**Designation: Accounts Executive**

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**Job Responsibilities:**

- Process all the vendor invoices as per GST & TDS compliances
- Process all the vendor invoices with proper supporting
- Responsible for vendor master data creation in SAP with required approval
- Responsible for preparing monthly vendor & bank reconciliation
- Prepare & Post reclass & reversal entries in SAP as and when required
- Handling all the vendor queries on daily basis
- Prepare & post monthly cost accrual in SAP and ensure their reversal in next period
- Ensure all the activities completed as per dead lines

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**IT skills :**

- MS Office: Word & Power point
- Excel: Pivot table, vlookup, charts, sorting, conditional formating, sum, average, count, concatenation, if, countif
- SAP Knowledge: P2P Profile (T Codes – F-43, FB60, FV60, FBL1N, FS10N, FBV0, FAGLL03, FB03, FB02, F-02, FBL3N, F-53, FBD1, FK01, FK02, FK03, FB08 Etc.)

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**Strengths:**

- Capable to adopt new system and environment easily.
- Dedication, willingness to make extra efforts to achieve excellence.
- Enthusiastic and keen to learn.

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**Interest and hobbies :**

Playing Badminton, cooking, travelling

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**Personal Details:**

Fathers Name: Mr. Sunil Aggarwal

Date of Birth: 18-07-1996

Marital status: Unmarried

Nationality: Indian

Gender: Female

Permanent Address: R-11/70 Rajnagar, Ghaziabad.

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**Declaration:**

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date:

Place:

Prachi Aggarwal