

**Ms. Priyanka Yadav**  
**MBA, BSc (Botany Hons.)**

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### CAREER OBJECTIVES

To achieve a career in a progressive work environment where I can devote creative and professional abilities to satisfy my urge for excellence and grow with honesty and loyalty for organization.

### ACADEMIC QUALIFICATIONS

PASSING YEAR	DEGREE	BOARD / UNIVERSITY	Specialization/ Subjects	PERCENTAGE / CGPA
Pursuing	MBA	Institute of Advanced Research, Gandhinagar	Finance	Pursuing
2020	B. Sc	University of Delhi	Botany Hons.	7.93
2017	12 <sup>th</sup>	CBSE	Biology	86
2015	10 <sup>th</sup>	CBSE	Hindi, English, Math, Science, etc.	9.4

### ADDITIONAL QUALIFICATIONS

- Two months computer diploma from Job Vision Academy
- Well versed with M.S Office – Power Point, Word and Excel
- Tally ERP

### CERTIFICATION COURSES

- Advance Excel
- Power BI
- SAP FICO Module (Pursuing)

## INTERNSHIP

1. GVK EMRI (Emergency Management and Research Institute), Ahmedabad.

### Duties: -

- Update transactions details in database/application.
- Processing of invoices for various vendors and it's reconciliations.
- Recording and maintaining various processes related to accounts receivable and payables.
- Processing and posting of journal entries for all kinds of transactions.
- Perform periodic review/audits of files for accuracy and completeness.

## EXTRA CURRICULARS ACTIVITIES

- Attended Workshop on "Science Setu "Program Conducted by "Centre for Bio design Diagnostics" held at Maitreyi College, University of Delhi on 25<sup>th</sup> September 2018.
- Attended National Workshop on "IPR: Current Status and Future Prospects" Organized by Maitreyi College, University of Delhi on 3<sup>RD</sup> October 2018.

## ACADEMIC AND CULTURAL ACHIEVEMENTS

- Secured 1<sup>st</sup> Prize in Hindi Writing Competition.
- Secured 3<sup>RD</sup> Position in Interschool Folk Dance Competition.
- Stood 2<sup>nd</sup> in Interschool Rangoli Competition.

## PERSONAL DETAILS

Father's Name: Mr. Sanjay Kumar  
Date of Birth: 15<sup>th</sup> August, 1999  
Nationality: Indian  
Hobbies: Dancing, Cycling and Yoga

## References:

1. Dr. Sharad Kumar (6299260020)
2. Dr. Ujjwal Das (9831036107)

## DECLARATION

I do hereby declare that the statement made in the document is true to the best of my knowledge and belief.

Ms. Priyanka yadav

