**Career Objective:**

**;**

* **It will be an extreme opportunity to advance my career by working in such an esteemed organisation wherein i will be given an opportunity to display my skills & strengths for the benefit of the organisation.**

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Position** | **Period of Service** |
| R K Deepak & Co. | Article Assistant | February 2012 to February 2015 |
| Bhagat Ram Motorways Private Limited | Chartered Accountant | March 2016 to April 2017 |
| Texmaco Rail & Engineering Ltd. | Senior Accounts Officer | May 2017 to May 2018 |
| Magnifico Minerals Private Limited | Assistant Manager | May 2018 to May 2019 |
| Shahi Exports Private Limited | Senior Executive | January 2020 to April-2021 |
| HDFC Bank Limited | Manager | April 2021 to till date |

|  |  |
| --- | --- |
| **Work**  **Performed** | **Banking Experience**   * Proposal Assessment for Working Capital Products like Cash Credit, Term Loan, PCFC and EPC. * Secured & Unsecured Loan (CGTMSE) from 11 Lacs to 10 Crores (Group Exposure up to Rs. 20 Crores) * Interfacing with customers to establish creditworthiness by verifying the documents and carrying out telephonic, field and collateral visit. * Maintaining overall product quality for the assignment products.   **Industry Experience**   * Arrange Short Term & Long Term Funds for the Company * Preparation of Project Reports * Preparation of CMA Reports * Preparation of documents required by Banks & Financial Institutions for sanctioning/ renewal of credit facilities * Preparation of data for External Credit Rating Agencies. * Preparation of Monthly Stock Statement * Preparation of FFR-I,FFR-II & UHFCE * FEMA Compliances regarding Overseas Direct Investments * Preparation of Financial Statements as per Revised Schedule-VI & Schedule III * Preparation of Quarterly Results * Preparation of Provisional, Estimated & Projected Balance Sheets |

**Major Strengths:**

* Flexible and adaptable for every situation
* Positive attitude
* Quick learner
* Result Achiever and meeting deadlines

**Professional Qualifications:**

|  |  |  |
| --- | --- | --- |
| ***Examination*** | ***Year of Passing*** | ***Marks*** |
| MBF (Master in Business Finance) | August 2018 | - |
| CA FINAL GRP – I | Nov. 2015 | 57.75% |
| CA FINAL GRP – II | May 2015 | 52.00% |
| CA IPCC GRP – II | May 2012 | 63.67% |
| CA IPCC GRP – I | May 2011 | 66.25% |
| CA - C.P.T | June 2010 | 69.50% |

**Academic Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Examination*** | ***Board/University*** | ***Year of Qualifying*** | ***Marks*** |
| B.Com | IGNOU | 2014 | 63.00% |
| Class 12th | P.S.E.B | 2010 | 81.78% |
| Class 10th | P.S.E.B | 2008 | 83.17% |

**Computer Skills:**

* 100 hours Computer Training from **Institute of Chartered Accountant of India**
* Knowledge of SAP, Tally, MS-Word, MS- Excel, MS-Power point.

**Personal details:**

* Date of Birth : 23 June, 1992.
* Father’s Name : Sh. Bachittar Singh
* Mother’s Name: Smt. Kamlesh Kumari
* Marital Status : Married
* Hobbies : Listen punjabi music and internet surfing.
* Languages : English, Hindi & Punjabi.