

Shefali Rana

B. Com Graduate, MBA- Finance and Marketing

Contact details:

Address: T-29/F9/2, West Patel Nagar, New Delhi-110008

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Academic Details:

Qualification	School/ College	Board / University	Duration	% Marks
MBA - Finance & Marketing	Maharaja Agrasen School of Management	Maharaja Agrasen	2019-21	80%
B. Com	DU(SOL)	Delhi University	2015-18	52%
12 th Standard	K.V.NO.3 Delhi Cantt- 10	CBSE	2014-15	70%
10 th Standard	K.V.NO.3 Delhi Cantt- 10	CBSE	2012-13	80%

Professional Short -Term Online Course:

Course	Issuing Organization	Course Details
Tally ERP 9	Udemy	Successfully completed online course of Tally ERP 9 (Generating invoices, maintaining BRS, enable features like GST, TDS)
GST	LINGAYA'S LLDIMS	Successfully completed online course of GST (Theory of GST)
TDS	IPLAP	Knowledge of TDS, and can file TDS 26Q.
Accounting Fundamental	CFI (Corporate Finance Institute)	Successfully completed online course in "Accounting Fundamental" (Concept of Accounts)

Internship Experience:

Organization	Duration	Project/ Work Details
IPLAP	1 st June 2020 to 31 st Dec 2020. (6 months)	Accounts Intern, Successfully completed 6 months Internship in Accounts. Completed project on Financial Statement Analysis.

Co-Curricular Activities:

- Participated in various athletic events during Graduation & Post Graduation at Regional Level
Won Gold medal in 100mtrs Race.
- Participated in various Kabaddi events & won bronze medal at RegionalLevel

Personal Details:

Father's Name	Mr. Prakash Chander
Date of Birth	13 December 1996
Marital Status	Unmarried
Gender	Female
Nationality	Indian
Language known	Written & Oral Proficiency in English & Hindi.
Hobbies and Interest	Playing badminton, Gardening and Running.
Contact Details	Mobile No: 9873684909 Email: ranashefali47@yahoo.com LinkedIn URL: http://www.linkedin..com/in/ shefali-rana/

Date : 29th July,2021
Place : Delhi

(Shefali Rana)