

RESUME

Kavita Mishra Dubey
W/o Mr. Rajat Dubey
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Objective – To seek a better opportunity in your esteemed organization and to make my career under your directional approach and enthusiastic guidance of your organizational team, where i can learn and attain job satisfaction by the optimum utilization of my qualification and experience or contribute towards the objective and growth of the organization.

Profile – I am driven in all my endeavours by a commitment to excellence. I have the attitude to learn and work in teams, facing challenges and meeting deadlines are my strength. Looking forward to work in creative, challenging and learning atmosphere which provides ample opportunities for growth.

Experience –

Cashier/MIS Executive
Dev Travel Services

May2005-Jan2016
Raipur

Job Profile –

Handling day-to-day financial reports and cash transaction, updating daily cash-book.
To initiate daily stock entry/Bill Invoicing/Payment Voucher/Refunds etc.
MIS reporting by using MS Excel at operational and client level.
Generate timely and accurate report for analysis. Creating MIS/Dashboard report and presenting it to concern department.
Implement and analyse data to create daily/weekly/monthly and quarterly reports.
Maintaining the attendance punching, checking in daily and monthly to update staff bonus and incentive.
Coordinating with various vendors for all office requirement.
Interacting with clients and suppliers directly through schedule daily/weekly business conversation (mail/telephonic).

Computer Skills -

MS Office (Word/ Access/Excel/Outlook etc)

Windows2000/XP/Vista MS DOS

Good knowledge of Internet and Web Master (Web directory, Search engine)

Core Qualification – Strong background in system installation, configuration and smooth integrations.

Successful development and implementation of scalable systems for varying client meeting, deadlines and budget.

Capable manager of data services, computing systems and needed upgrades as per requirements.

Solid leadership skills bringing out best in MIS team.

Analytical approach to challenges and excellent organization capabilities.

Educational Qualification –

Management of Business Administration – HR (Sikkim Manipal University)

Bachelor of Science – PCM (Govt Nagarguna Science College, Raipur)

Personal Profile –

Name – Kavita Mishra Dubey

Father's Name – Mr. VK Mishra

Language Known - English and Hindi

Marital Status - Married

Interests - Reading and Travelling

Date of Birth - 10 May 1986

Present Address - H No. 414, VIP Chowk, Sunder Nagar, Raipur

Place – Raipur

Date – 8 March 2018

(Kavita Mishra Dubey)