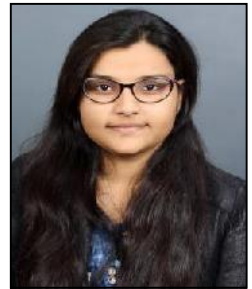


# PRIYANKA VERMA

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Contact No: +91-7999561900



## PROFESSIONAL SUMMARY

Dedicated & detailed-oriented blended finance & HR professional with 3 years of working experience, committed to the team work that leads to a team's success. Focused on continuous professional & personal growth, including the improvement of business & economic knowledge

## EMPLOYEMENT HISTORY

Assistant Manager, O.P.Jindal University, Raigarh, Chhattisgarh

Aug.2018 - Present

- ) Ensuring proper & punctual statutory compliances
- ) Ensuring proper accounting
- ) Invoicing
- ) Managing accounts payable
- ) Ensuring proper payroll processing
- ) Ensuring proper statutory compliances related to HRM
- ) Reconciliation of 26AS with books
- ) Provide assistance in annual book closing
- ) Any other task as & when required by the management

## INTERNSHIP

- ) Completed Internship on the project titled "Working Capital Management" from TRL KROSAKI Refractories Ltd, Belpahad in Finance for 2 months.

## EDUCATION

- ) O.P.Jindal University, Raigarh, Chhattisgarh||  
MBA, Finance & HR, July 2018
- ) Bilaspur University, Raigarh, Chhattisgarh  
B.com, Accounts & Commerce, July 2016

## Skills

- ) MS Office
- ) Tally ERP
- ) Advance Excel (Pivot Table, Vlookup, Hlookup, If, Whatif, Iferror)
- ) Communication Skills
- ) Leadership Skills
- ) Problem Solving
- ) Work Ethics
- ) Time Management