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| NEHA BAGRI | | |
| **9038763288**  Present Address- 12, Sri Hari Ram Goenka Street  Kolkata-700007  West Bengal | | meghnabagri@gmail.com |
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| OBJECTIVE | To work in a stimulating environment where I can apply & enhance my knowledge, skill to serve the firm to the best of my efforts. | |
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| AREA’S OF STRENGTH | Diligence  Responsible  Sincere | |
| EXPERIENCE DETAILS | Worked as **Associate Consultant** in Capgemini India Pvt Ltd  **Duration**- From 2014 November -till date  **Key areas of work**-   1. Review of vendors’ invoices against the related duly approved Purchase Orders and Goods Receipt Notes. 2. Check prices, quantities, terms, extensions and additions. 3. Update the Invoice Audit /Approval/Payment form. 4. Data Entry on a Daily Basis of all Accounts Payable Transactions. 5. Editing of data entered and posting of AP to master File. 6. Printing of the Accounts Payable Aging Report | |
| INTERNSHIP ACCOMPLISHMENTS | July 16, 2011  NJ INDIA INVEST PVT LTD, KOLKATA, WEST BENGAL    Successfully completed Internship and Submitted Project report on “Brief Review of three Assets-Equity, Gold and Debt” | |
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| EDUCATION | **MBA IN FINANCE AND MARKETING** **OVERALL PERCENTAGE**  Global Institute of Management 79.30  Bhubaneswar, Odisha  September 20, 2012  **BCOM**  **Calcutta University** 48.2%  Kolkata, West Bengal  2009  **HIGHER SECONDARY** 57.2%  **W.B.B.H.S.E**  Kolkata, West Bengal  **2005** | |
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| HIGHLIGHTS OF PRESENTATIONS | * Submitted Project Report on Airtel at G.I.M Campus * Submitted Project Report S-Tel at G.I.M Campus * Submitted Project Report Online marketing at G.I.M Campus | |

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| CREDENTIALS | * Stood 2nd in Talent Hunt Competition in PROMETHEAN 2011, Annual Function in Global Institute of Management * Stood 2nd in Business Quiz held in Regional College of Management, Autonomous representing Global Institute of Management, Bhubaneswar in 2011 * Stood 3rd in debate competition held in Regional college of management Autonomous representing Global Institute of Management, Bhubaneswar in 2011. |
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| COMPUTER PROFICIENCY | Ms-Word, Ms-Power-point, Ms-Excel, Internet and Basics of computer. |
| PROFESSIONAL ACHIEVEMENTS | Received Spot Award for best performance in work |
| COMMUNICATION | Acted as an effective team member in the inauguration ceremony of the Finance club -SAMPAD.  Organized the inauguration ceremony of the Marketing club -SAMBHAB |
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| PERSONAL SNIPPETS | Date of Birth : 11th June 1986  Father’s Name : Mr. Jiwan Das Bagri  Age : 25  Gender : Female  Nationality : Indian  Marital Status : Single |
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| AREAS OF INTEREST | Reading Journals.  Reading newspapers.  Singing  Enthusiastic in learning new skills & technologies.  Observing People.  Net Browsing |

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| LINGUISTIC ABILITY | Hindi (Mother Tongue).  Bengali  English. |

DECLARATION

I hereby declare the details furnished above are true to the best of my knowledge and belief.

Date –

Place- Kolkata

Neha Bagri.