KAVITA

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OBJECTIVE:

Seeking an opportunity to get responsible position for the Accounting Post and also to enhance my knowledge in the new field of GeM where I can explore my knowledge and abilities. And learn new things accordingly.

EDUCATION:

* Pursuing M.Com first year from INDRA GANDHI NATIONAL Open UNIVERSITY in 2019.
* B.COM from DELHI UNIVERSITY in 2018.
* INTERMIDIATE from CENTRAL BOARD OF SECONDARY EDUCATION in 2015.
* HIGH SCHOOL from CENTRAL BOARD OF SECONDARY EDUCATION in 2013.

COURSE WORK:

I have completed the Six month course of BAP (Basic of Accounting Principle) and TALLY ERP 9 from HABITAT INDIAN CENTER.

EXPERIENCE:

**MUDRA ELECTRONICS LIMITED NEW DELHI**

**AS ACCOUNTING INTERN**

* Performed general BOOK KEEPING and OFFICE DUTIES.
* Assisted manager and senior supervisor with paper work.
* Maintenance of books of accounts of the client.
* Carrying out reconciliation of vendor ledger and bank and cash book.
* Processing the payment of vendor/suppliers.
* Posting entries in Tally.
* Making Purchase order and generating sell invoice accordingly.
* Making payroll sheet of employees.
* Handling the petty cash of offices.
* Assisting manager in making of annual report or in stock statement.
* Coordinated with customers and vendors for payment.

**AS GEM COORDINATOR**

* Handling of GeM on regular basis.
* Searching bid regularly.
* Coordinate with different vendors for different category of product.
* Uploading of product.
* Participating on Gem bid or RA.
* Dealing with vendor and customer accordingly.
* Proper document filling on bid.
* Generated invoice.
* Making comparisons of product to make it L1.
* Make Partner registration of company in different vendor portal.
* Did deal registration of product on vendor portal.
* Get reasonable pricing and understand customer budget.

SKILL:

Knowledge of MS Word, Excel and PowerPoint.

PERSONAL DETAILS

* Date Of Birth : 25 April, 1998
* Marital Status : Single
* Hobbies : Drawing, Listening song and learning