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|  | Rashmi Kumari  Address: Pocket-A, Sarita vihar, New Delhi  Phone : +91-9571128214  E-mail: [rashmi2663@gmail.com](mailto:rashmi2663@gmail.com) |

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|  | Objective  To associate with a progress oriented organization where I can begin with determination, dedication and discipline towards personal and professional growth and come up to be a Performer.  **Internship Experience**   * Completed 2 months of training on study of financial statement analysis at Punjab National Bank, Patna Zonal Office. * Completed 5 months of training on customer billing and revenue assurance at DIESL, North Zonal Office, Delhi   **Working Experience**  **Shridhar & Associates (Chartered Accountants) (Nehru Place)**   * Working as paid assistant under supervision CA Devender Khurana * Division audit of BRPL, BYPL, under the DRC guidelines. * Payment audit of BRPL. * Audit of PD cases BYPL. * Internal audit of BYPL.   **MBIT Computrainning Pvt Ltd ( Mayur Vihar)**     * Working as a HR Generalist. * Attendance management. * Leave management. * Exit formalities. * EPF AND ESIC filing. * Compliance. * GST filling. * Salary Breakup. * Bonus * Payroll   **Summary of skills**   * Team Builder * Well versed with Tally Erp 9 & GST * Well versed with SAP * Proficient in communication * Insightful knowledge of Bill Processing   **Education details**   |  |  |  |  | | --- | --- | --- | --- | | **Course/Examination** | **Institution/University** | **Year of passing** | **Performance** | | AISSE | Patna Central School, Patna | 2010 | 60% | | AISSCE | Mahila College, Bikram | 2012 | 66.6% | | BBA | Arvind Mahila College, Patna | 2015 | 66.13% | | MBA  (Finance & Marketing) | Banasthali Vidyapith, Jaipur | 2017 | 60% |     **Extra-Curricular Activities**   * Attended workshop on personality development & stress management. * Participated in the youth money Olympiad. * Actively participated in various debates. * Participated in essay competitions.   **Personal Details**  **Father’s Name :** Satyendra Kumar  **Date of Birth :** 16-AUG-1994  **Language Proficiency :** English, Hindi  **Permanent Address :** Vill- Jamalpura, PO- Korawan, PS- Naubatpur, Dist- Patna-801109, Bihar  **DECLARATION**  I here by declare that the above given information is correct to best my knowledge and belief.  **Place: Date:** |
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