**CV of SNIGDHA RANI BHARATI**

I have a total experience of9 years, working in the areas of Accounts and Office Assistance / administration. The job profile included vendor bill checking, cheque preparation, bank reconciliation, vendor ledger reconciliation, vendor bill processing, purchase order preparation, drafting official communications and using office automation like computer, fax, photocopier, service tax, TDS, GST, support for finalisation of account s etc.

For the last five years I worked in the office of IIM Lucknow Chapter in NOIDA as an UDC. Prior to that I worked for two year as Accounts Executive with M/s Swosti Travels and Exports Pvt Ltd; and before that for two years with M/s MKPS & Associates (CA Firm) as Accountant. I have half year experience as Cashier with M/s Narayani Motors Pvt Ltd.

**Academic Qualifications**

I have done my MBA in Finance and graduation from Utkal University.

**Technical Qualifications**

DCA from NCLP (MS Office, Internet) from an Institute in Jagatsinghpur.

TALLY : 5.4, 7.2 and 9.0

**Skill & Strength**

* Excellent time management and organisational skills
* Responsible and eager to learn skill enhancement
* Open to accept challenges
* Believes in hard work and team work

**Personal Attribution**

* Organisational skill
* Team player
* Analytical skill
* Willing to learn

**Personal Profile**

Father’s name Shri Birakishore Bharati

Sex Female

Nationality Indian

Maternal status Married

Contact details Email : [bharati.snigdha@gmal.com](mailto:bharati.snigdha@gmal.com)

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