

Career Objective

To work in the most challenging position with an organisation that provides ample opportunities to learn and to contribute. I would aim to be a valuable asset to the organisation and work in earnest to excel.

Strengths

- 1 A solution oriented professional with a logical and methodical approach towards problem solving.
- 2 Highly committed and dedicated with an ability to learn quickly
- 3 Excellent Communication skills helping build working relationships & network.

Experience

- Working with **Passerine Fitness Equipments Pvt. Ltd.**
Period: - Since December 2019
Position: - Service Coordinator
Work: -
 - i. Salary Processing,
 - ii. Stock Management,
 - iii. Manpower Allocation,
 - iv. Client Dealing,
 - v. Collections & Invoicing,
- Worked with **Overnite Express Limited**
Period: - April,2019 To October,2019_
Position: - Senior Executive Accounts_
Work: -
 - i. Bill approval of various RO's as per policy,
 - ii. Bank reconciliation statement,
 - iii. Follow-up with regional offices regarding pendency's & issues,
 - iv. Updating of daily tracker,
- Worked with **R K Ajmani & Associates** (Chartered Accountant)
Period: - April,2018 to April,2019
Position: - Accounts & Tax Executive.
Work: -
 - i. GST Returns,
 - ii. Accounts Maintenance,
 - iii. TDS & Income Tax etc.

➤ Worked with **Flora Integrated Technologies Pvt. Ltd.**,

Period: - January,2015 to March,2018

Position: - Admin & Sales Manager

Work: -

- i. Salary Processing,
- ii. Stock Management,
- iii. Manpower Allocation,
- iv. Client Dealing,
- v. Collections & Invoicing,
- vi. Recruitment of Sales personnel, etc,

Educational Qualifications

Degree/ Certificate	Institute/ University	Year of Passing
B.A.	D.U. (SOL)	2019
XII	C.B.S.E.	2014
X	C.B.S.E.	2012

Computer Literacy

- Working knowledge of CompuTax & Tally,
- Well versed in MS Office & other internet Applications.

Extra-Curricular Activities

- Participated actively in Dance Competition in school,
- Participated in Badminton actively.

Personal Details

Date of Birth: 28th September,1996
Gender: Female
Father's Name: Mr. Avtar Singh
Languages known: English, Hindi & Punjabi
Nationality: Indian
Marital Status: Single
Hobbies: Listening Music, Singing, Networking
Address: WZ220/35, 2nd Floor, J Block, Vishnu Garden, New Delhi-110018

Place:

Date:

(Kawalpreet Kaur)