POONAM

Permanent Address:
House no. 133
vehalna, Muzaffarnagar{UP}

Contact No:
+91-7217466470

Email:
Poonam.rke15@gmail.com

Personal Data:

Father's Name: sh. Harbeer singh
Mother's Name: Mrs. Dulari devi
DOB : 15 Aug 1988
Sex : Female
Nationality : Indian
Marital Status: married

Languages Known:

- English, Hindi.

.

Hobbies:

- Reading news paper
- Internet surfing
- Listening music

RESUME

Career Objective

Contribute to the success and growth of organization by using my innovative acquired managerial skills in the pursuit of excellence. Willing to work as a key player in challenging & creative environment.

Experience

6 month experience RCM.

6 month teaching experience om group college.

10 month experience Shemford futuristics school Bhagwanpur.
As ACCOUNTANT…and also worked as a cordinator.
I have tutoring experience for 4 years.
1 year teaching experience Vanasthali international school For 9th and class 12 Pgt…commerce

Certificate

Business finance foundation by Great learning Academy
Financial Risk Analytics by Great learning Academy

Academic Qualification

- Graduation 2008 :- B.COM from H.N.B GARHWAL UNIVERSITY B.S.M P.G COLLEGE, ROORKEE)
- Intermediate 2005:- U.K. BOARD (ROORKEE)
- High School 2003:- U.K. BOARD (ROORKEE)

Professional Qualification

Post Graduation 2010:- MBA (FINANCE & HR) from institute of management studies . ROORKEE

Summer Training

worked with:-**Asahi India Glass Ltd. ROORKEE**
Designation:- Management trainee (FINANCE)
Duration: 48 days
Project Title: Operation Of Tex Deduction at Source in Asahi India Glass Ltd. ROORKEE

Responsibilities

keep maintained the record of form 'c' & form '11' (issued & Received).

keep maintained the record of form '16'.
keep all the record of the books and files as per the requirement of the accounts department. handling Sale, Purchase, cash & bank.
Preparation of service tax, TDS, V.A.T. & Excise return.

Computer skills

- Having Knowledge of Tally- ERP. 9
- knowledge: - Ms-Word, Ms-Excel and Ms-PowerPoint.
- Knowledge of operating system
- well versed in window XP & MS- DOS. proficiency entire MS-Office suit
- Corel draw, Photoshop
- 3 months certificate in desktop publishing D.T.P
- 6 months diploma in computer application.

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge. If any other, information is required. I am ever ready to provide the details.

Date: **Name:** POONAM
Place: Muzaffarnagar