**Jaspreet Kaur**

**C: 91-9872989138 jaspreetkaur2029@gmail.com**

**CAREER OBJECTIVE:**

 Seeking a challenging opportunity in an organization to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulfillment of organizational vision.

**EXPERTISE SUMMARY**

* Exceptional versatility and adaptability.
* Dedication and drive as a hard-working individual.
* Good communication and team-building skills.
* Ability to handle the situations in pressurized environment.
* Quick learner, Adaptive to changing environment.
* Positive attitude, eager to learn.

**QUALIFICATIONS DETAILS:**

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| --- | --- | --- | --- |
| **QUALIFICATIONS** | **YEAR OF****PASSING** | **BOARD/UNIVERSITY** | **PERCENTAGE** |
| 10TH | 2013 | C.B.S.E | 6.8 |
| 12TH  | 2015 | P.S.E.B | 81% |
| B.COM(Bachelor of commerce) | 2018 | G.N.D.U | 60% |

**TECHNICAL SKILLS:**

* Subject of interest : Accounting and Financial Management.
* Microsoft Office.
* Extensive knowledge of internet and computer.
* Microsoft Excel.

**PROFESSIONAL EFFICIENCES:**.

* Pleasing personality.
* Good In public speaker
* Tireless, target-centric and result-oriented

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* **Dedicated, Dependable and Resourceful**
* **SUMMARY**Recent accounting graduate with exceptional competencies in handling accounts receivables and payables, reconciling bank statements, preparing financial reports and analyzing accounts strong. A self-motivated individual who has an impeccable academic record and the ability to get along well with people from diverse background.
* **Special competencies include:**
• Preparing accounting records to assess accuracy, completeness, and confirmation
• Proper keeping of financial records by making use of current technologies

 **SKILLS & KNOWLEDGE**

|  |  |
| --- | --- |
|  • Cash Applications and Collections | • Contract Reconciliation |
|  • Costing and Pricing | • Voucher Preparation |
|  • Payroll Support | • Tax Reports Preparation |
|  • Monthly Close Reports | • Budgeting and Forecasting |
|  • Auditing Assistance | • Customer Service |

**PERSONAL INFORMATION:**

Date of Birth: 20th  May, 1997

Marital Status: Single.

**DECLARATION:**

 I hereby declare that the above given details are correct to the best of my knowledge.

**Place: Gurdaspur**