

RESUME

Manpreet Kaur

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Career Objective:

To work in a challenging environment, which upgrades my knowledge, improve my skills and provide an opportunity to give out my best to the organization.

Skills:-

- MS Office
- Good Communication Skills
- Highly motivated and eager to learn new things
- Teamwork
- Adaptability
- UK Accounting
- Ireland Accounting

Educational Qualification:

- PGPM & MBA from IBS Gurgaon in 2017 (CGPA -7.81)
Specialization: Finance & Marketing
- B.Com from Mata Sundri College for Women (University of Delhi) in 2015 (61.56%)
- 12th from Guru Harkrishan Public School (Delhi) in 2012 (74%)
- 10th from Guru Harkrishan Public School in 2010 (CGPA- 7)

Professional Experience:

SandMartin Consultants Private Limited Noida

Team Leader

November'17 – Present

Working as a 'Senior Process Associate' for 4+ years with an ACCA approved company "Sand Martin Pvt Ltd". Gained knowledge into UK & Ireland accounting, VAT returns, bookkeeping, Management accounts etc.

Financial statement preparation: -

- Compiled and analyzed financial information to prepare entries to accounts such as general ledger accounts documenting business transactions.
- Researched proper tax accounting treatment for business transactions.
- Independently analyzed accounts and reports impacting taxes.
- Prepared accurate financial statements at the end of the quarter.
- Preparation of accounts under UK FRS102A accounting standard.
- Comparative analysis of profit & loss account.

Other Tasks: -

- Preparation and Filing VAT Returns quarterly.
- Experienced with Accounts payable and Accounts receivable.
- Explored of various software's for Bookkeeping.
- Maintaining client timesheet.

Bookkeeping software exposure: -

- Xero
- Quick Books - Online & Offline
- Sage - Online & Offline
- Wave
- Freshbooks
- VT
- Surf,etc.

Accounts Production software: -

- Relate Accounts Productions
- Relate Corporation Tax
- Sage accounts production
- Sage Corporation tax

Summer Internship at IBS Gurgaon (14 weeks)

Company: "IDBI Federal Life Insurance Co Ltd."

Project Title: "Financial Performance of IDBI Federal"

Project Area: Finance & Marketing

Project Synopsis: In-depth study of financial performance of IDBI Federal of last 5 years using ratio and trend analysis techniques.

Duration: 14 weeks

Awards/Achievements:

- Received the best performance in SIP from IDBI Federal.
- 3rd position in “Entrepreneurship Development Cell Activity” conducted by IBS in 2015.
- 3rd position in “Business Antakshri” conducted by IBS in 2015.
- Won various National Mathematics Olympiad Contest.

Hobbies:

- Reading Books
- Travelling

Extra Curricular Activities

- Organized and managed Annual Fest in Graduation in 2015.
- Participated in various quiz, events, etc in IBS.

Languages Known:

- English
- Hindi
- Punjabi

Personal Details

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|----------------------|---|
| • Father's name: | Mr. Karnail Singh |
| • Date of Birth: | 15-08-1994 |
| • Gender: | Female |
| • Permanent Address: | Flat no 2233 Sharon tower Gaur Saundaryam noida |
| • Phone Number: | 9899574643 |