**Curriculum Vitae**



**SONIKA**

[**SONIKA.368067@2freemail.com**](mailto:SONIKA.368067@2freemail.com)

***Analytically inclined, extremely hard-working finance executive with high integrity, and passion for finance management and banking. Quick learner with believing in perseverance and focus on value***

***centricity.***

***Areas of Excellence Include*:**

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| --- | --- | --- | --- |
|  | Income Tax management |  | Inventory management |
|  | Research and analysis |  | Budgeting & Cost Control |
|  | Internet Savvy | Proficiency in MS Office | |

*Known for problem solving ability to quickly analyse key driving points and develop strategy to envision and create successful outcomes in complex situations.*

*Have rich experience in finance, accounts handling and research. Utilize primary and secondary research data to identify trends and come up with meaningful outcomes.*

*Excellency in computer and software usage with variety of vocational trainings and experiences, which includes on-job training by the government department; having attained academic trainings in the past.*

**Professional Experience:**

**Bauddh Vihar Shanti Upvan (Lucknow Development Authority) in Lucknow, India:** Working asAssistant Accountant.

* + A first-hand experience in finance management and accountings; having gained an exposure to the work of the governmental organisation working towards the state tourism under the LDA administration.
  + Contributing into the work and experiencing the management of budget-based system in this organisation.
  + Being an important part of the finance management team, contributed in achieving the organisational goals by establishing internal network and keeping good practices in line.
  + Accurate reporting of the weekly revenue for the management.
  + Assist with closing month end, preparing financial statements and reports, maintaining weekly cash-flow of existing project in tourism. It further includes: bookkeeping and other administration work, recording of cash activities on a daily basis, processing employee’s salaries and expenses, approving payment transactions, answering finance queries.
  + Assisting the Head of Finance in day-to-day activities.
  + In these years, developed a great deal of customer value propositions for all appropriate business opportunities.

**June 2011 – Present (6 years)**

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**Education Details:**

* **Sikkim Manipal University, Gangtok (India)**

**Master of Business Administration (MBA) in Finance Management**

**Classification:** Awarded with Merit

September 2013 – July 2015

* **Avadh Girls Postgraduate Degree College, University of Lucknow, Lucknow (India) Bachelor’s Degree: Bachelor of Commerce (B.Com.)**

July 2006 – July 2009

* **St. Joseph Senior Secondary School, Kanpur (India):** Central Board of Secondary Education‘Intermediate’ April, 05’ – March 2006
* **Lucknow Public Collegiate, Lucknow (India):** Indian Certificate of Secondary Education ‘HighSchool’

April, 03’ – March 2004

**Professional Qualifications and Achievements:**

A governmental vocational training and certificate in **‘Finance Management’** in 2011 by the *Centre* *for the Development of Financial Administration*, Lucknow (India).

Training and Certificate awarded in **‘Understanding Information Technology in the Corporate** **Environment’** in 2010 by the*National Institute of Information Technology (NIIT)*, Lucknow (India).

A one-year vocational training on **‘Foundation Level Programme in Computers’** in 2009 by

*UPTEC Computer Consultancy Ltd.*, Lucknow (India).

Certificate of Honour in **‘Information Technology (IT) Presentation’** in the 2nd Prize category was awarded in 2008 by *UPTEC Computer Consultancy Ltd.*, Lucknow (India).

**Skills:**

* Good communication
* Team Management
* Skill Management
* Performance Management
* Business Development
* Strategic Planning

**Language Skills (Spoken, Reading, and Writing):** English (Fluent) **|** Hindi (Fluent)

**Personal Details:**

**DOB:** 19-April-1989 **| Marital Status:** Married **| Nationality:** Indian

**Interests:** financial management, banking, cultural activities & arts.

**References:** references shall be provided upon request.

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