**Curriculum Vitae**

**RUCHI**

**RUCHI.372584@2freemail.com**

**M.A (Economics), B.A**

Currently on husband visa in UAE.



Seeking a position as a Senior Account Executive with a reputed organization utilizing my past experience and skills to orchestrate a smooth flow of accounts operations.



**KEY QUALIFICATIONS**

**Over seven & half years** of hand on work experience in accounts & administration.

* Confident, patient and mentally stable individual who can easily face and overcome professional challenges
* Proficient in a large variety of applications used for database management, market research and reporting
* Ability to work individually and in a team with equal participation
* Ability to handle various clients and devote equal time and attention to ensure their satisfaction
* Passionate to learn, perform and grow
* Ability to handle stressful situations and resolve all kinds of issues faced during the course of my job

**ACHIEVEMENTS**

* Won the "Annual Achievers" award thrice in a row for best employee of the year
* Won the "Innovative Planners" award twice for developing strategies that helped in cutting down operational costs
* Received long term service award for a six years of continuous services.

**PROFESSIONAL EXPERIENCE**

**Senior Account Executive | Aakash Institute, Amritsar | 03/2011 – 01/2017**

* Expertise working on ERP.
* Managed accounts payable, accounts receivable, and payroll departments.
* Generated budgets and forecasts on a quarterly basis and presented to the management team.
* Reported on variances in quarterly costing reports.
* Prepared annual company accounts and reports.
* Administered online banking functions.
* Reduced credit period from 90 days to 60 days.
* Monitored and recorded company expenses.
* Liaising with internal and external auditors as required.
* Reporting to senior managers regarding the company’s finances.
* Preparing standard accounting reports and summaries for financial analysis.
* Supporting team members on all accounting issues.
* Reviewing the company’s financial systems.
* Prepares journal entries, cash, and inter-fund transfers.

**Student Counsellor & Admin Coordinator | Career Abroad Consultancy Amritsar, Punjab | 06/2009 – 02/2010**

* Providing students the information regarding visa process.
* Understanding the students profile and suggesting them appropriate course.
* Managing the office administration work.
* Counsel the students approaching us regarding studies abroad.
* Arranging Tie ups with colleges.
* Maintaining student records and preparing their visa file.

**Technical Support Executive | Kochar Infotech Pvt. Ltd. Amritsar, Punjab | 06/2008 – 05/2009**

* Keeping record of database.
* Providing technical Assistance regarding GPRS services of Airtel.



**EDUCATION**

GNDU
AS in Masters in Economics & Bachelors of Arts

**ADDITIONAL SKILLS**

* Ability to adapt to rapidly changing needs and priorities of various departments
* Excellent organizational skills
* Possess sound judgement and organizational skills upbeat attitude and professional appearance

**Certificates**

**NCC**

* A-Certificateholder of NCC.
* Received Scholarship for being best NCC Cadet.



**Extra-Curricular Accolades**

Served as a member of National Social Services (NSS) camps

Regular participation in plays& dance competitions at school &college cultural fests

Received 2nd prize and certificate of appreciation for Participation in mime at College fest 2007

Got first prize in Quiz competition at school level.

Organized Blood Donation Camp and Tree Plantation Program.

Hobbies: Listening to Music, Reading, & dancing.