**CURRICULUM VITAE**

**Ms. ANJALI**

**E-Mail:** anjali.379935@2freemail.com

To secure a challenging and growth oriented opportunities in the field of Finance, harness and possess financial and technical skills for organization and personal development by creative application of my value based convictions, job skills and professional dexterity.

# PROFILESUMMARY

* Dual Specialization in MBA in Finance and Marketing (Amity University)
* Quick Decision making ability, organized with distinctive presentation skills
* Good MS office Skills especially key software’s such as MS excel and PowerPoint
* A keen and focused learner with the ability to learn and implement new concepts
* Good leadership skills to set goal, empowerment and performance evaluation

**PROFESSIONAL EXPERIENCE**

**COMPANY NAME**- PAPERCHASE ACCOUNTANCY PVT LTD.

**DESIGNATION**- ACCOUNTS EXECUTIVE

**TENURE**- SEPTEMER 2016 to TILL Feb 2018

**JOBS & RESPONSIBILITIES:**

* Vendor Bills Processing
* Vendor Statement Reconciliation
* Bank Entries and Reconciliation
* Credit Card Entries and Reconciliation
* Payroll Entries
* Preparation of customer invoices and mailing
* AR and Revenue Reconciliation
* Updating Document Checklist, Document Library and Client Reports
* Other bookkeeping and accounting entries
* Client/US Communication
* Help management in improving efficiency and profitability of clients.

**EDUCATION**

* MBA from Amity University since 2014-16 – *in progress*
	+ 1st Semester - 7.27 sgpa
	+ 2nd Semester - 8.08 sgpa
	+ 3rd Semester - 7.38 sgpa
	+ 4th Semester – 8.00 sgpa (average- 7.69)
* MBA in Banking, Insurance and Financial Services from Ahmedabad Management Association securing 85% in 2010-11
* Bachelors in Commerce from Gujarat University, Gujarat in 2012 with 55%
* 12th from Gujarat Secondary & Higher Secondary Education Board, Gujarat in 2009 with 77.29%

**ACADEMIC ACHIVEMENTS**

* Amity Achiever’s Award: Best in Leadership Skills
* Best summer internship excellence award 2015(Industry)

**NON ACADEMIC ACHIVEMENTS**

* Winner for debate competition SPECTRUM 2014-15 - Som Lalit College
* Winner for Business Quiz competition (BAUDHIKA (SBS)) year 2014-15
* Winner for hat speech (Three Minute Law)- SPANDAN 2016 – AMSOM
* Runners’ up for Youth Parliament (Debate) - SPECTRUM 2016 – Som Lalit College
* Volunteer Recognition for Organising “Blood Donation Camp” at Campus

**ACADEMICS PROJECTS**

**Dissertation Project**

**Title of Project:**Impact of Dividend Policy on Share Price Movement and Investor attraction towards IT Companies

**Tenure:**1 month

**Key learnings:**Study of Dividend Models, Volatility in Share Price Movements, impact of Dividend Policy decisions – Companies, Investors and market fluctuations

**LIVE PROJECTS**

**Summer Internship Programme**

**Title of Project:** Comparison between Business Intelligence Service Provider and Traditional Data Management methods.

**Tenure:** 1st June to 31st July

**Key Learnings:** Study of Public Relation Reports, Data Mining, Analysis and Summarizing of Documents

**Name of Project:** Selection procedures in Corporates and banking sector

**Company**: ADANI and Kotak Bank

**Tenure**:15 days

**Key Learnings:** Knowing and understanding selection procedures, myriad techniques as well practical learnings in companies

**OTHER PROJECTS**

**Name of Project:**Customer Perception Study for Online Ticket Booking Services

**Tenure**: 1 Month

**Learnings**: Customer Buying Behaviour and Decision making process, marketing research techniques and dynamics of new retail market

**PERSONAL DETAILS**

Date of Birth : 10thJune, 1991

Nationality : Indian

Hobbies : Sports, Music and Travelling

Linguistic Ability : English, Hindi, Sindhi and Gujarati

Visa Type : Tourist

**Declaration:**I hereby declare that all the details furnished above are true to the best of my knowledge and belief’s.

 ANJALI