## **WhatsApp Image 2021-02-25 at 5.30.25 PM.jpeg**

## **RAJINDER KAUR CHOPRA**

**|| RZ-D38-A Dabri Extension New Delhi 110045|| Mobile No-9319117027| |jasred786@gmail.com||**

**Professional Summary**

To take a challenging role on business operations as Business Analysis and give an efficient and effective solution that will help the organization to achieve the best solution in business and ultimately increase its productivity in market, Seeing a career in accounting with a company, where I can apply my understanding, skills and knowledge to assist in the growth of the company and my personal development.

**Skills**

MS-DOS, Window (98, 2000) MS Office, Excel,Tally (Basic)

One year Computer Course from LCC in SagarPur

**WORK EXPERIENCE:-**

**Worked with COMPETENT SOFTWARE PVT LTD from 12th Aug 2007 to 12th November 2015 as Process Associate (Back Office Executive)**

* Mortgage and Deed Process were Handling

**Admin Assistant**

**Vintrol Lubes Pvt Ltd 15/05/2016 to 08/06/2020**

Generating Invoices.

* Handling Receipt of Material, Reverse Stock and Stock Transfer.
* Handling Petty Cash
* PDC Cheques Punching and Depositing in Bank.
* Making Purchase Order For Materials of Goods
* Entry Daily Material Stock and Billing of Suppliers
* Preparing Pending Order Status for follow up for earliest delivery.
* Co-ordinate with Stores, Account Dept. and other internal department.
* Maintaining all the records of purchase orders indent etc.
* Quarterly Physical stock taking and verification.

**Education**

* 10th Passed from C.B.S.E, DELHI.
* 12th Passed from C.B.S.E,  DELHI
* Graduate from Delhi University in B.A.POLITICAL SCIENCE HONS

**Personal Qualities**

* Self Confidence
* Willing to Learn new things
* Straight Forward to work
* Quick Learner

**Personal Details**

**Date of Birth :** 20th June 1982

**Marital Status :** Married

**Nationality :** Indian

**Strengths :** Honest, Hard working & Able to handle the responsibilities.

**Hobbies :** Listening Music

**Date:**

**Place: New Delhi** **(RajinderKaur Chopra)**