**Maninder Kaur**

Accountant and Administration Officer

House number 221

JLPL, Sector 94,

Mohali, Punjab

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+916283013119

**Objective**

I am an MBA, looking for position somewhere I can utilize my skills, put my learning into practice, make a contribution and where my extensive experience will be further development and utilized.

**Career profile**

Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

Possess strong analytical and problem-solving skills with the ability to make well throughout decisions.

Excellent writing and verbal communication skills.

Highly trustworthy, discreet and ethical.

Resourceful in the completion of projects, effective at multi-tasking.

**Education**

Professional Year Programme Melbourne, Victoria Performance Education Graduated 2017

Master of Business Accounting and Administration Melbourne, Victoria

Victoria University Graduated: 2016

Bachelor of Arts Punjab, India

Punjab University Graduated: 2010

**Key Skills**

**Ability to meet deadlines and work under pressure**- Working while studying a full-time bachelor’s degree has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy and have never been late with an assignment.

**Enthusiastic, hard-working and eager to learn-** Reliable and trustworthy, with a strong work ethic and values.

**Communication and teamwork-** Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.

**Technical skills-** Strong technical proficiency in MYOB (advanced level) and Microsoft Office 2010 (Excel, Access, Word, PowerPoint)

**Language-** Fluent in English, Hindi and Punjabi.

**Employment History**

**Teleperformance DIBS**

**Mohali, Punjab August 2019 to May 2020**

**Role and Responsibility:**

Worked as a customer care executive for Etisalat English where my knowledge on products, communication skills and ability to provide fast and accurate information helped the company to grow the business.

**Summary of Skills:**

Adapt at working in a fast-paced environment

Fast and accurate information delivery ‘

Ability to learn new skills

Skilled in dealing with difficult customers

Flexible to work with any required working hours

Excellent communication, listening and persuasion skills

Ability to speak and write in English, Hindi and Punjabi

**Pizza and Grill Company**

**Campbellfield, Melbourne Victoria June 2017 to January 2019**

**Role and Responsibility:**

Worked as a Administration officer and bookkeeper for Pizza and grill Company where my academic and managing skills helped my manager to organise and manage the business effectively.

**Summary of Skills:**

Recording purchase orders

Managing data entries in MYOB

Payroll and staff incentives

Inventory count and orderings

Managing and directing staff

Organising events and managing check lists

Performed general office duties and administrative tasks.

Managed the internal and external mail functions.

Provided telephone support. Achievements:

Maintained an excellent work record

**Interests:**

Painting, photography and Cooking

**Maninder Kaur**