*CURRICULUM VITAE*



SOMYA KHURANA

K-10 KRISHNA NAGAR, KANKHAL

DIST. HARIDWAR-249404

UTTARAKHAND

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**Objective**

* To work with leading company and use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to the organization growth & goal as well as to attain my professional goal.

**CURRENT EMPLOYEMENT DETAIL**

* **Working at Arosun Paints & Coating (India) as a Senior Accounts Executive, Industrial Area, Haridwar from June 2018 to till date.**

Position: Senior Accounts Executive

Carrying out reconciliation of :-

* Vendor Ledger
* Petty cash books

Handling the preparation of :-

* Reconcile Invoices, E-way Bill, Purchase Order.
* To keep a check on vouchers :- Entries in Cash Book, Journal, Party Ledger & others.
* Review and file payroll documents.
* Maintain digital and physical financial reports.
* Maintain EPF & ESIC records.
* Prepare bank deposits.
* Enter financial transactions into internal database.
* Online payments like Electricity Bills, LIC.
* Participate in quarterly and annual audits.

**EXPERIENCE**

Worked at Sai Nath Investments dealing in financial services of Motilal Oswal services limited Ranipur more, Haridwar.

Position: Back office executive / B.D Associate

Duration: June 2017 – May 2018

Handled :-

* Back Office Operations, File maintaining, closing reports, monthly portfolio report.
* Accounting, Banking, customer services.
* Manage Mutual Funds, Client Portfolio Restructuring.
* Mutual Fund, Equity, Depository Service.
* Manage IPOs, Bonds, Fixed Deposit.
* Manage Clients De-mat Account, Trading.

Academic Qualifications

* B.com in 2017 from HNB Garhwal University.
* Senior Secondary in 2014 from DAV Centenary Public School affiliated to CBSE Board.
* Higher Secondary in 2012 from DAV Centenary Public School affiliated to CBSE Board.

Professional Qualification

* Cleared National Institutes of Securities Markets (NISM) Mutual Fund Distributors Certifications Series V-A.
* Cleared National Institutes of Securities Markets (NISM) Securities and Operations and Risk Management Series – VII.
* Pursuing MBA (II Year)

Computer Proficiency

* Working knowledge of MS Office and Internet.
* Tally course 9.1, Busy 18
* Orionlite, Backoffice.

Other Information

* Date Of Birth - 17-06-1996
* Father’s name - Shri Mohan Khurana
* Marital Status - Unmarried
* Gender - Female
* Languages Known - English , Hindi

Declaration

* I hereby declare that all information provided here is true to the best of my knowledge.

DATE: 20.12.2019

PLACE: Haridwar (SOMYA KHURANA)