

SURBHI [Chartered Accountant, B.Com]

Kanda Street,Noharia Bazar
Sirsa-125055, Haryana

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CAREER OBJECTIVE:

To build a successful career in an organization wherein hard work is recognized and gain professional experience under the guidance of most talented people, ensuring personal and professional growth and simultaneously adding value to the organization.

PROFESSIONAL QUALIFICATIONS:

Course	Institution	Term	Percentage (%)
CA-Final	The Institute of Chartered Accountants of India	November 2019	53.87%
CA-IPCC		May 2011	57.42%
CA-Common Proficiency Test		December 2009	65.00%

ACADEMIC QUALIFICATION:

Course	Institution	Term	Percentage (%)
B.Com	Kurukshetra University, Kurukshetra	2013	77%
H.B.S.E-XII	S.S. Jain Girls Senior Secondary school,Sirsa (Haryana). ¹	2013	90% (District Topper)
H.B.S.E-X	S.S. Jain Girls Senior Secondary school,Sirsa (Haryana)	2011	10 cgpa

PROFESSIONAL EXPERIENCE:

Organization : HDFC Bank,Sirsa (Haryana)
Period : August, 2018 to April,2020.
Designation: Credit Manager (Agriculture).
Experience: 19 Months

Organization : Maharaja Agrasain Girls Senior Secondary School, Sirsa (Haryana)
Period: July, 2017 to July, 2018
Designation: Admin Assistant.
Experience: 11 Months

Organization: CPIT Edutech Private Limited, Sirsa (Haryana)
Period: December, 2015 to June, 2016
Designation: Account Assistant.
Experience: 6 Months

Organization: Bhudladia And Company (Chartered Accountants Firm),Sirsa (Hry)
Period: September 2011 to , September 2014
Designation: Article Assistant.
Experience: 36 Months.

Worked as **Content Writer** for Organization EDU-CBA based at Mumbai, Maharashtra.

Certificate in **Credit Skills for Bankers from Moody's Analytics** (US Based Organisation.)

DETAILS OF WORK EXPERIENCE:

Nature of Assignment	Industry	Client Base	Scope of Engagement
Statutory & Tax Audit	Manufacturing Concern & Service Sector	<ul style="list-style-type: none"> ➤ Jhunthra Brick Kiln ,sirsa ➤ Maharaja Agrasain School charitable trust,sirsa ➤ Janta Hospital, Sirsa ➤ Jan Shikshan Sansthan (NGO),Sirsa 	Vouching & Verification of Assets , Liabilities, Income & Expenses, Statutory Compliances, Compliance with Income Tax & other laws.
Other Assignments	<ul style="list-style-type: none"> ➤ Filing of Income Tax Return, TDS Return, ROC E-forms of Companies, Professional Tax Return ➤ Drafting of Sale Deed, Partnership Deed and Rent Agreement ➤ Audit of Schools and other NGO. 		

TECHNICAL SKILLS:

- Working knowledge in Tally ERP 9, Tally 7.2, Flexcube, Finnone and other in-house financial software.
- Working Knowledge in Microsoft Office (Word, Excel, PowerPoint).

EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS:

- Completed Management & Communication Skills conducted by ICAI.
- Completed Basic Computer Application Course.
- Participation in Seminars conducted by the ICAI.
- Completed Information Technology Training (ITT) & Advanced Information Technology Course (AICITSS) from ICAI.
- Secured First Position in Inter house Quiz Competition in school.
- Secured Award in Olympiad Quiz Competition as Professional.
- Secured Ranks in many debates and Bhajan as well as dance competitions.
- Received Letter of Appreciation as District Topper for the performance in Class XII from Paramveer Singh(Parliamentary Secretary)

PERSONAL DETAILS:

Father's Name : Vijay Kumar
 Permanent Address : Kanda Street, Noharia Bajar,Sirsa
 Date of Birth : 26th January, 1991
 Languages known : Hindi, English, Punjabi & Marwari
 Mobility : Prepared to work anywhere in India/Overseas
 Hobbies : Listening Music, Reading Books, Dancing.
