**RESUME**

**Neelkamal Kaur**

D/O S.Baljinder Singh

Date Of Birth: 25th November,1995

Address: HNo. 10, Anmol Enclave ,Ram Tirth Rd,Near Mahal, Amritsar

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**CAREER OBJECTIVE** : To secure a challenging position in a reputable organisation to expand my learnings, knowledge and skills.

**ACADEMIC RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **YEAR OF**  **PASSING** | **UNI/BOARD** | **RESULT** | **%AGE** |
| MBA | 2019 | GNDU | PASS | 85% |
| BBA | 2017 | GNDU | PASS | 79% |
| 10+2 | 2014 | CBSE | PASS | 70% |
| Matriculation | 2012 | CBSE | PASS | 70% |

**SEMINAR & TRAINING UNDERTAKEN**

* Seminar on Business Communication and Nestle India Ltd.
* Industrial Training at HYATT REGENCY Amritsar under Finance Department.
* Industrial Training at OCM Mill Pvt.Ltd.

**WORK EXPERIENCE**

1. Coordinator & Accountant

SSB ENTERPRISES- IMPORT & EXPORT COMPANY

Feb 2020-Present

**Acheivements / Tasks:**

* Maintained the Cash Book on daily Basis.
* Coordinate & supervise all the activities i.e. preparing the reports , maintaining the Ledger Book in which record data related to company’s contractor.
* Preparing the daily reports in MS-EXCEL , letters in MS-WORD.
* Worked on the Accounting Software – PERFECT.
* Worked in FCI Godowns where Open Plinths are made.
* Worked on a Software – LEO ( Truck Weightment Software).

1. Accounts Executive

Recently, a new unit of SSB Enterprises – REGENTA INN Hotel

Here I am Working as an Accounts Executive under Accounts Department and the whole work has to be done on the IDS Software.

**PERSONAL ATTRIBUTES**

* Adaptive to the changing Environment.
* Disciplined and Good at Communication.
* Eager to Learn New things.
* Dedicated to work.

**EXTRA CURRICULUM ACTIVITIES & AWARDS**

Completed course of Accounting with Tally.ERP.9 (2013).Participated in Avantika Essay Competition in which I got a certificate for commendable performance and awarded Rabindranath Tagore Merit Certificate and Silver Medal (2007), Participated in Holy Faith Talent search Examination (2006), Participated in Mahatma Gandhi Rashtrabasha in Hindi prachar Sanstha in which I got 3rd position (2008), Participated in Talent Hunt-National level Aptitude Test which is organised by Career Launcher (2018).

**STRENGHTS**

Honest, Flexible and Hardworking with positive attitude towards my career and my life.

**HOBBIES**

Computing, Painting and listening songs which makes my mind fresh.