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**KhushbooKalra**

MBA(Finance& Marketing)

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**Date of Birth:** 20th Nov. 1993

**PERSONAL OBJECTIVE**

To carve a niche for myself as a Post graduate in Finance and to contribute my learning and knowledge in the diverse fields towards the overall success of an organisation through an amalgam of hard work, constant learning, professional and personal development thereby being a part of a two way value addition program.

**CORE COMPETENCY**

* Receivable Management
* Payable Management
* Bank Reconciliation
* Statutory Compliance
* Internal Audit
* Stock Management
* Profitability Analysis
* Budgeting

**PROFILE SNAPSHOT**

* **VIP Industries Limited, New Delhi, Officer Trainee (Jun’17-May’18)**
* **VIP Industries Limited, New Delhi, Commercial officer (Jun’18-2nd April’19)**

**Key Responsibilities**

* Accounts Payable-Checking and booking of employee tour bills.
* Tracking the dealer outstanding of GT & RT channel
* Accounts Receivable
* Bank Reconciliation
* Audit the company run stores on monthly basis
* Controlling & monitoring the company run stores commercially(Delhi & Haryana)
* Monitoring the Cash deposition of stores and subsequently punching the same into the same.
* Monitoring the store’s Card transactions and punching the same into the system.
* Tracking the store’s stock and maintain a match between the Store’s software and SAP stock.
* Tracking the stock in GIT and manually clearing of stock if any stuck into the merger.
* Budgeting the store expenses.
* Preparation of Budget v/s Actual of the stores and maintain a balance between the two.
* Looking after the statutory compliances of the store, Arranging the Trade License, Signage License, PPL License etc.
* Compilation of the Attendance of the employees of the Branch.
* Looked after full & Final Settlement of the employees

**IT Proficiency**

* **SAP Hana**
* **SAP ERP**
* **MS Excel**

**ACADEMIC QUALIFICATIONS**

* **PGDM** (Finance)- Jaipuria Institute of Management, Lucknow, 2017, 66.20%
* **B.COM**: Avadh Girls’ Degree College, Lucknow, 2015, 59.00%
* **Higher Secondary Schooling**, Lucknow public School, Lucknow, 2012, 79.00%
* **Secondary Schooling**, Mary Gardiners Convent School ,Lucknow, 2010, 79.80%