

# RINKI



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## CAREER OBJECTIVE

Solutions oriented professional eager to apply accounting degree towards launching a successful career with an organisation that will capitalize an accounting, tax return preparation, leadership and IT talents while offering opportunities for ongoing professional growth in exchange for a solid work ethic, integrity and commitment to superior performance.

## EDUCATION

- ❖ Bachelor Of Commerce (Honours) (June2018-October2021)  
Guru Nanak Dev University (Amritsar) (overall percentage 72.39%)
- ❖ Higher Secondary Education (April2016-May2018)  
Sanskriti KMV School (Jalandhar) (overall percentage 79.60%)
- ❖ Secondary Education (April2015-March2016)  
St. Mary's Convent School (Bhogpur) (overall percentage 70.40%)

## EXPERIENCE

- ❖ Param Bhushan & Co.  
Orchestrated a project related to Income Tax Returns of various firms.  
Knowledge of using Idea+, Visual Catpro softwares.  
Engross Bookkeeping
- ❖ Param Bhushan & Co. (Internship) (February2021-August2021)  
Exercised a certified training under Chartered Accountant.  
Maintaining records of all client's profile.

## ACADEMIC PROJECTS

- ❖ Marketing and selling  
A field work project of business management to sell and market particular products.
- ❖ Supply and demand  
Presentations of detailed analysis and relationships of demand and supply of products in the market.

## CERTIFICATIONS

- ❖ Accenture (2022)  
Pursued consultant virtual experience program
- ❖ Biti Pvt. Ltd. (2021)  
Accomplished an authorised computer concept course (overall percentage 73.88%)
- ❖ eLearn markets (2022)  
Learnt of Microsoft Excel from basic to advance level.
- ❖ Dream9 (2023)  
Persued IELTS (overall 6.5 bands)

## **POSITION OF RESPONSIBILITY**

- ❖ General secretary (2020)  
Organized virtual business hackathon to enhance business outcomes.
- ❖ Member of Students Society (2019)  
Arranged various university fests and other competitions.

## **SKILLS**

- ❖ Team management and leadership
- ❖ Familiarisation of accounting softwares
- ❖ Problem solving
- ❖ Basic mathematical awareness
- ❖ Knowledge of Microsoft Excel
- ❖ Communication
- ❖ Financial analysis
- ❖ Knowledge of taxes
- ❖ Numeracy

## **STRENGTHS**

- ❖ Analytical thinking
- ❖ Team work
- ❖ Punctuality
- ❖ Listening
- ❖ Work ethic

## **LANGUAGES**

- ❖ English
- ❖ Hindi
- ❖ Punjabi

## **HOBBIES AND INTERESTS**

- ❖ Playing brain storming games
- ❖ Solving reasoning problems with tricks
- ❖ Painting