

AARTI NIMAL

H.NO-1628, Street No.-8,
Laxman Vihar, Phase-2,
Gurgaon, Haryana (122001)
India
Mail : jhanvisaini10081997@gmail.com
Ph. +91-8826473506

OBJECTIVES

- To become part of a progressive and reputed organization.
- To hold a position which gives me a good opportunity for growth in an innovative and competitive world.
- To strive for the improvement of self and organization through qualities like team-work, reliability and optimal performance.

ACADEMICS

Aug 2018	<ul style="list-style-type: none">• Bachelor of Science (Physics, Chemistry, Mathematics) Government Girls College, Gurgaon (Maharishi Dayanand University, Rohtak) Percentage – 64.9%
May 2015	<ul style="list-style-type: none">• 10+2 – Central Board of Secondary Education (CBSE) Shanti Niketan Public School. Percentage – 71.2%
May 2013	<ul style="list-style-type: none">• 10- Central Board of Secondary Education (CBSE) Shanti Niketan Public School. Percentage - 89%
Oct 2018	<ul style="list-style-type: none">• Diploma in Computer Application F-Tech Institute, Gurgaon Percentage – 80% Grade – “Excellent”

TECHNICAL SKILLS

Computer Application	<ul style="list-style-type: none">▪ MS Office (Word, PowerPoint, Excel, Outlook).▪ Basic Knowledge of Tally And BUSY.
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Experience

- Currently Working at Trustmore Technologies Pvt. Ltd. as an MIS-Executive.
- Work experience for MIS-Executive in Trustmore is nine months. Along with Excel work, also worked as data entry operator on Tally in same organization.
- At Trustmore, I have learnt that how to solve problems related to payment to clients internally as well as with bank executives.
- At Trustmore, I handle number of portals mentioned,
 - Kavach Portal,
 - Escrow Freed Portal,
 - I2C (Invoice to Cash) Portal &
 - HareKrishna Portal.
- Daily Basis entries in Kavach Portal like, Payment received, bounce entries, cancellation fees, completion fees, amendment charges, etc.
- I2C portal is completely in my hands as I look after every small or large issue occurring in I2C.
- Handling suppliers in I2C, dealing with the issues related to discount offered or payment process.
- Reporting to seniors on daily basis (sending daily reports via. Mail) about every transaction made or buyer added to our I2C network.
- Separately managing trackers for every segment.
- Worked at Paluck Technologies Pvt. Ltd. as an Account Manager (Huawei, ZTE, Samsung, and NOKIA) from April-2019 to December-2020.
- Two Years' Experience as an MIS Executive at Paluck Technologies.
- Two and A Half Years' experience as a tally operator in the same Organizations.
- Analyses progress and other reports that give insight into how a company can make adjustments to improve performance.
- Accepts extra duties as situations arise.
- Coaches employees on best practices for managing contract issues and handling daily issues and tasks.
- Communicates with parties in a contract so that all understand the terms, particularly a contract's financial aspects.
- Communicating with all Account managers (internal and external) to achieve business objectives.
- Analyses business data related to all commercial activities.
- Review the Vendor Tracker, PO Tracker, and Invoice Tracker to track the payments and invoices on daily basis.
- Also maintain Tally Tracker to track the Invoices & other records entered in Tally on daily basis.
- Ensuring good relations and communications with all members of the team.

INVOICING KNOWLEDGE

- ZTE Invoicing in SRM Portal.
- Huawei Invoicing in SCS Portal.
- Nokia Invoicing in Nokia AP Portal.
- Samsung Invoicing in SPMS Portal.
- Ericsson Billing.

Accounts Knowledge

- Updating Different Types of Invoices in Tally.
- Entering cash collection v/s expenses on daily basis.
- Maintaining Daybook.
- Entering Bank Collection (Cheques, NEFT, etc.) on daily basis.
- Updating Conveyance Expenses of field employees on daily basis.

EXTRA-CURRICULAR ACTIVITIES / ACHIEVEMENTS

- Got 2nd Prize at School Level in Easy Writing Contest in UN Information Centre 2012, New Delhi.
- Head Girl of Children's Paradise School for two years.
- Got 1st prize in Choreography in competition held by AVR Society & Placement Services.
- Got 2nd prize in Public Speaking Contest held by AVR Society & Placement Services.
- Stood 1st & 2nd in Debate and Speech Competitions respectively at school level.
- **Active Participant** in various Cultural fests in college.
- **Active Participant** in every activity whether Cultural or Educational since childhood.

HOBBIES

General interests are Managing/Organizing various events, Physical Workout or Gyiming, Watching Movies, Reading, Listening to Music, Dancing & Singing.

STRENGTH

Self-confidence, good communicational skills, optimist, leadership quality, punctual and adaptable to any environment & situation.

PERSONAL DETAILS

Date of Birth	❖ 10 th August 1997
Father's Name	❖ Mr. Rajender Prasad
Mother's Name	❖ Mrs. Sheela Devi
Permanent Address	❖ H.NO- 1628, STREET NO.- 8, LAXMAN VIHAR, PHASE-2, GURGAON, HARYANA
Languages Known	❖ English, Hindi

DECLARATION

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

PLACE: GURGAON

DATE: Oct 20' 2021

(AARTI NIMAL)

