

RINKI

COMMERCE GRADUATE



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kashyaprinki2333@gmail.com



Bhogpur, Jalandhar , Punjab

A self-motivated and result oriented Commerce Honours graduate with satisfactory knowledge in computer. Dedicated towards my work to complete the task within the time frame with efficiency and effectiveness. Seeking an opportunity in the field of management and accounting. Team player with an eye for detail.

EDUCATION

Bachelors of Commerce (Honours)

- ❖ Guru Nanak Dev University, Amritsar (2018-2021)
- ❖ Overall Percentage – 72.39%

Higher Secondary Education

- ❖ Sanskriti KMV School, Jalandhar (2016-2018)
- ❖ Commerce Stream
- ❖ Overall Percentage – 79.60%

Secondary Education

- ❖ St. Mary's Convent School, Bhogpur (2015-2016)
- ❖ Overall Percentage – 70.40%

SKILLS

- ❖ Team Work
- ❖ Time Management
- ❖ Leadership
- ❖ Verbal and Written Communication

EXPERIENCE

Param Bhushan & Co.

- ❖ Exercised a certified training under CA
- ❖ Knowledge about filing GST Returns
- ❖ A strong grip in bookkeeping and entering the data

CERTIFICATION

Accenture (2022)

- ❖ Completed a Consultant virtual experience program

Biti Pvt. Ltd. (2021)

- ❖ Completed an authorised computer concept course
- ❖ Overall Percentage – 73.88%

eLearn markets (2022)

- ❖ Completed an advanced excel course
- ❖ Helped in learning the excel from basic to advance level

AWARDS

- ❖ Community Development Award
- ❖ Student Excellence Award

EXTRACURRICULAR ACTIVITIES

- ❖ Volunteered in organizing monthly events of university
- ❖ Actively participated in school and university fairs

LANGUAGES

- ❖ English
- ❖ Hindi
- ❖ Punjabi