

SHRADDHA MISHRA

Room No: C-1, Working Women Hostel
Naria Gate, BHU. Varanasi: 221005
Email: **shraddhamishra29@gmail.com**
Mobile: **07379112278**

Seeking assignments in accounts & finance with an institution of repute

SYNOPSIS

- ☞ MBA (Finance & International Business) professional with 1 year 10 months of experience in accounts handling and in providing trainings.
- ☞ Endowed with a passion for winning as evinced through demonstrated excellence in the extracurricular areas.
- ☞ Acquired practical knowledge through various trainings and academic projects.
- ☞ Completed training with reputed organization like **Yash Papers Ltd.**
- ☞ Team player with strong analytical and leadership Skills.
- ☞ Strong in spoken & written English, good and pleasant personality & excellent in presentation.

PROFESSIONAL PROFILE

- ☞ Pursuing research (Ph.D.) on the Topic “Empirical Testing of Capital Market Efficiency: Evidence from Indian Markets” from Faculty of Management Studies, BHU, Varanasi since 17th Nov. 2011.

ORGANIZATIONAL EXPERIENCE

18 April '11 –31 Jan'12 Genpact India, Gurgaon Process Associate

Key Responsibilities:-

- ☞ Accounts Receivables-cash applications.
- ☞ Invoice processing.
- ☞ Vendor payment
- ☞ Processing of check and wire requests.
- ☞ Follow up with vendor for any collections.
- ☞ Coding of refund checks received.
- ☞ Analyzing and taking appropriate action on Vendors with debit balance.
- ☞ Responsible for maintaining daily productions logs.
- ☞ To assist less experienced or temporary staff where appropriate.
- ☞ To Identifies opportunities to enhance/streamline business process.

Sept '08 – Sept'09

**Career Launcher Pvt. Ltd.
Faizabad**

**Academic coordinator
cum English trainer**

Key Responsibilities:-

- ☞ Checking all schedules of the class and taking all sessions on time.
- ☞ Handle all day to day transactions of accounts book.
- ☞ Prepare profit & loss accounts with all necessary adjustment.
- ☞ Prepare Balance Sheet with all necessary adjustment.
- ☞ Checking all type of bill before payment and always trying to less cash transaction.
- ☞ Prepare cash flow & fund flow.
- ☞ Prepare bank reconciliation and their rectification too.
- ☞ Co- ordinate with all staff for smooth running of business.
- ☞ Work in MIS and prepare the various reports as per the requirement of management.
- ☞ To make invoice also.

SUMMER TRAINING

Organization : Yash Papers Ltd.
Tenure : 6 weeks
Scope : Working Capital management and Sales taxation in YPL.

ACCOLADES

- ☞ Qualified UGC-NET JRF -2011 in Management.
- ☞ Achieved Certificate of Recognition from Genpact, India.
- ☞ Gained Certificate of Excellence for being the Pearl student in VGI.
- ☞ Topper in MBA 1st Year in Vishveshwarya Group of Institute.
- ☞ Achieved NSE Certified Market Professional – Level 1 Certification.
- ☞ Won First Prize in year 2010 in Debate Competition organized by VGI.
- ☞ Won Second Prize in year 2008 in Debate Competition organized by National Service Scheme.
- ☞ Won First Prize in year 2007 in Debate Competition organized by National Service Scheme.

ACADEMIA

Conferences /Workshop Attended:

- ☞ “International Conference on Marketing- ICOM” organized by Faculty of Management Studies, BHU. Varanasi. December 4-5, 2012.
- ☞ “International Seminar on Indian Insurance Industry: Sustainability in the era of Globalization” organized by Utkal University, Bhubneshwar. January 24-25, 2013.
- ☞ “International Conference on Mahaman’s Vision” organized by Faculty of Management Studies, BHU. Varanasi. December 8-9, 2012.

Publication & Paper Presentation:

- ☞ The researcher presented a paper titled “Impact of Foreign Investment on Indian Insurance Industry: An Overview” in “International Seminar on Indian Insurance Industry: Sustainability in the era of Globalization” organized by Utkal University, Bhubneshwar. January 24-25, 2013.
- ☞ Paper entitled “The valuation of share prices at BSE Sensex” presented on March 23rd, 2013 at National Seminar “Sustainable Approach for Financial Market in Global Economy” held at United Institute of Management, Allahabad.

EDUCATIONAL QUALIFICATION

MBA (Finance & IB)	Vishveshwarya Institutes of Engineering & Technology, Ghaziabad (U.P.) (Affiliated to U.P. Technical University)	73.65%
B.Com	Dr. R.M.L. Avadh University	57.77%
XII	Canossa Convent	70.60%
X	Canossa Convent	59.33%

VALUE ADDED QUALIFICATION

- ☞ Qualified Derivative (Dealer) Module from NCFM.
- ☞ Qualified Capital Market (Dealer) Module from NCFM.

- ☞ Qualified Security Analysis & Portfolio management Module from NCFM.
- ☞ Advance diploma in computer application from UPICA.
- ☞ Good knowledge to work on ERP-SAP in Genpact, India.
- ☞ Working knowledge of Windows, MS -Word, MS-Excel and Internet.

EXTRA CURRICULAR ACTIVITIES

- ☞ Done a project on topic of “A Better investment plan-Derivatives or Mutual Funds” in MBA final year.
- ☞ Won First Prize in Districts level Volley Ball in year 2003 with senior team.

PERSONAL DOSSIER

Father's Name : Mr. Anandeshwar Nath Mishra
Date of birth : 07th June, 1988
Linguistic Ability : English, Hindi
Permanent Address : H.No. 3\ 7\ 41, Telitola, (In front of ICICI Bank),
Niyawan, Faizabad – 224001, Uttar Pradesh.

PLACE: _____

DATE: ____/____/____

(SHRADDHA MISHRA)