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# **PROFILE SUMMARY**

# Seeking a position as a Intern in Your Organization for a period of 17 May, 2021 till 11th July, 2021 (8 Weeks).

# **CAREER OBJECTIVE**

I look forward to work with an organization which offers various responsibilities like:

Managing all the administrative tasks such as maintaining records, preparing datasheets etc. Coordination with Finance, Administration for necessary support to the team

Compliance works

And in addition to this any tasks entrusted to me. Oversee financial departments.

Track the company's financial status.

Stay up to date with technological advances and accounting softwareto be used for financial purposes.

Apart from this, enhance my competencies like ability to achieve stretched targets assigned to me, work ethics etc. Seeking a position to work on a challenging profile which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspect so that it will be helpful for my career.

# **EXPERIENCE**

**Organization Name:- V K Patawari & Co (CA firm)**

**As a Junior Assistant from 1st August 2017 till 31st December 2019.**

**Professional Experience**

Preparation of Books of Accounts, **Financial statements** in accordance with schedule 3 of Companies Act 2013 with applicable Accounting Standards, **Cash Flow Statement**.

Having basic knowledge of Capital structure Theories and Capital Budgeting.

Preparation and filing of Computation of Income & Income Tax Returns of various kinds of Assesses.

Other Company compliances matters including Incorporation of Company and LLP, Preparation of Minute Book, Filing of various ROC’s Forms like AOC-4, MGT-7, MGT-9 etc.

Drafting of various formal letters.

**PROFESSIONAL QUALIFICATIONS:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Year of Completion** | **Marks Obtained / out of** | **Institution Name** |
| Post Graduate Diploma in Management | March, 2022 | Pursuing | Globsyn Business School, Kolkata |
| Company Secretary Foundation | June, 2017 | 56.00% | Institute of Company Secretaries of India (ICSI) |

**EDUCATIONAL QUALIFICATION:-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Board/ University** | **Location** | **Year Of Completion/ Pursuing** | **Percentage** | **School/ College** |
| B.Com | Calcutta University | Kolkata | 2018 | 51.00% | Shri Shikshayatan College |
| Higher Secondary (12th) | C.B.S.E | Kolkata | 2014 | 62.00% | Ashok Hall Girls’ Higher Secondary School |
| Secondary (10th) | C.B.S.E | Kolkata | 2012 | 59.00% | Ashok Hall Girls’ Higher Secondary School |

**COMPUTER SKILLS**

Working knowledge of **Tally**.

Working knowledge of Ms office more specifically **Ms-Excel, Ms-PowerPoint and Ms-Word.**

**SKILLS**

* I have a Good **Communication** Skills.
* I have Good **Leadership** Quality.
* I am a very Hard worker and catching power is very good,
* I have a very Practical and Positive Approach towards life, can do well as a group member.

# **ACHIEVEMENTS**

Certificate of Participation in **International Research Seminar 2020** on Business Resilience in the Post Covid-19 World: Role of Integrated Management Conducted By Globsyn Business School **where I presented Research Paper on the Topic A Study on HR's Role for the job Layoff During Covid-19.**

Completed Certification course of **TALLY.ERP 9** Organized by Shri Shikshayatan College Basic Course in **Digital Marketing** from Globsyn Business School.

Completed Certification Course of Certified Tax Professional Organized by ICA Edu Skills

Certificate of Participation pertaining to Financial Literacy Course in Financial Management conducted by National Institute Of Securities Markets (NISM).

Certification of Training for **Goods And Service Tax (GST)** has successful completed the Educational Program conducted by Aldine CA.

Certificate of **Power Excel** conducted by Let Us Do It For U (LUDIFU)

**DECLARATION:-**

I hereby declare that all the above mentioned information is true and correct to the best of my knowledge and belief.

Place: Kolkata

