



Ms. REKHA

M.Com | Account Statistical

Career Objective:

To contribute best of my knowledge, skills and abilities in the progressive growth of the organization to see attaining heights with progressive years.



+971557130397 +971586734414



Rekharani.ac0101@gmail.com

Educational Qualification :

- Master of Commerce from **Govt. Post Graduate College, Ambala Cantt** affiliated from Kurukshetra University with **70%** in year 2023.
- Bachelor of Commerce from **Govt. Post Graduate college, Naraingarh** affiliated from Kurukshetra University with **71%** in year 2020.
- 12th from **HBSE Board** with **73%** in year 2017.
- 10th from **HBSE Board** with **70%** in year 2015.

Technical skills :

- Marg Software
- Busy Software
- Tally ERP9
- MS-Excel
- MS-PowerPoint

Work Experience :

J R Khanna & Company (CA Firm) April2020- August2021

Designation – Auditor

- Performs financial audits.
- Prepare balance sheets and audit statements.
- Verify company financial information.
- Creating and managing internal auditing systems.

DAV School, Ambala July 2023- Till

Designation – Accountant

- Prepare and maintaining financial documents, such as income statements and balance sheet.
- Prepare weekly and monthly records.
- Update monthly/yearly closings.
- Update accounts payable and perform reconciliations.

Training & Certification :

- Certification in Basic Computer knowledge.

Core Competency :

- Adaptability.
- Effective communication.
- Team player.
- Leadership.

Language Proficiency :

- Proficient at English Language.
- Proficient at Hindi Language.
- Proficient at Punjabi Language.

Personal Details :

DOB : 16/10/2000

Father's Name : Mr. Surinder Kumar

Address : Naraingarh, Haryana,
134203

Passport Details :

Passport No.: U7508466

Country Issue: Indian

Visa Status:

Visa: Tourist Visa

(Rekha)