



RITU KHARGA

MANAGEMENT INFORMATION SYSTEM

ABOUT

I am an experienced account system office management seeking a full-time position in any field of business, where I can apply my knowledge and skills for continuous improvement.

PROFESSIONAL SKILLS

Excellent MIS cum Account skills
Cooperation and Teamwork skills
Profitable thinking
Multi-tasking
Communication skills
Resolving complaints and problem
Good interpersonal
Flexibility
Inventory and Cost control
Filing and Data Archiving

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

CONTACT

☎: +971 5442294967

✉: khargaritu123@gmail.com

Passport Number: V6020611

Visa Status: Tourist Visa

WORK EXPERIENCE

MIS cum ACCOUNTANT

Rajarhat Parasari, India | March 2022 - Present

- Manage all daily operational program and functions.
- Providing support to staff regarding transportation.
- Dealing and coordinating with vendors.
- Collecting, Cross checking and Submitting bills.
- Maintaining stock and Asset register.
- Order supplies and consistent in monitoring of stock level.
- Tally financial reports according to the budget at the end of the financial year.

RECEPTIONIST

R Voice News, India | April 2021 - February 2022

- Welcoming visitors and solving their problems
- Managing security and telecommunication system
- Handling quarries and complains via phone, email and general correspondence.
- Arranging meetings.
- Handling traveling arrangements.
- Managing office inventories such as stationeries, equipment and furniture.
- Assisting the HR team with recruitment, onboarding and termination processes.
- Over seeing office services like cleaners and maintenance service providers.

EDUCATION

B Com

University Northern Bengal 2018 – 2021

Diploma In Computer Application

Vedanta Foundation | India | 2021

TRAININGS

- Financial System Training
 - MIS Data (Software)
 - Administration Program
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REFERENCES

Available upon request

I hereby certify that the above information is true and correct to the best of my knowledge and ability.

Ritu Kharga
Applicant