

KHUSHPREET KHURANA

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Objective

An MBA holder from Chaudhary Devilal University desires entry level role in a reputable company will achieve maximum utilization of opportunities and resources and elevate team spirit and cultural excellence.

Personal Experience

Intern, Gurugram Enrich Agro Food Products Pvt Ltd

16th August 2022 – 31st September 2022

45 days

- Enrich Agro Food Products Pvt. Ltd. is a leading Manufacturer, Supplier of Soft drink, from Gurugram, Haryana, India.

Job Profile

- Generating & Analyzing reports.
- Taking notes during meetings
- Preparing statements.
- Entering data into financial system of the organization.
- Developing and utilizing spreadsheets and other computer applications.

Academic Qualification

MBA : **Chaudhary Devi Lal University, Sirsa**

Academic Year : 2021 -2023

B. Com : **Shah Satnam ji Girls' College, Sirsa (Haryana)**

Academic Year : 2018-2021

HSE-Commerce : **Kendriya Vidyalaya No: - 1, AFS, Sirsa, Haryana**

Academic Year : 2017-2018

Senior Secondary : **Kendriya Vidyalaya No: - 2, Kanganpur Road, Sirsa, Haryana**

Academic Year : 2015-2016

Skills

- Computer Proficiency

- Communication skills
- Adaptability
- Attention to detail
- Collaboration
- Self-motivation

Certification Course

SOFTWIZZ TECHNOLOGIES PVT. LTD.

- Tally training from 1st June 2020 to 30th June 2020

COMPUTER PLUS

- Manual & Computerized Accountancy with Tally.ERP9 & Tally Prime

Personal Profile

Date of Birth : 15th August 2000
Marital Status : Unmarried
Religion : Hindu
Language Known : English & Hindi
Hobbies : Listening Music, Travelling
Permanent Address : 20/1503/94 Preet Nagar Street No:- 14, Sirsa, Haryana 125055

Khushpreet Khurana

I hereby declare that all the details furnished above are true and correct to the best of my knowledge.