

RESUME

NAME- RUBAL MADAN

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OBJECTIVE: To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organisation and self

PROFESSIONAL SKILLS:

- Understanding of book keeping principles, debt management, accounting standards, auditing and finance related subjects.
- Good knowledge of computerised accounting software packages like SAP.
- Efficient in using spreadsheets and reporting tools to present detailed financial data/information.
- Capable of handling data and representing the data in simplified and usable manner.
- Having a professional and helpful manner when dealing with finance related enquiries from colleagues/third parties.
- Can maintain and develop financial data and good with financial technicalities like journal, ledger, entry posting, account maintaining and standards.

ACADEMIC QUALIFICATIONS:

<u>QUALIFICATIONS</u>	<u>INSTITUTE</u>	<u>BOARD/UNIVERSITY</u>	<u>YEAR OF PASSING</u>	<u>MARKS(%)</u>
B.COM(HONS)	SRI AUROBINDO COLLEGE(M)	DELHI UNIVERSITY	2015-2018	63.28
XII	DAV PUBLIC SCHOOL	CBSE	2015	90
X	DAV PUBLIC SCHOOL	CBSE	2013	81.7

KEY SKILLS:

- Implemented a dummy project on SAP-FICO which includes creation of company codes and setting up global parameters, configuration of New GL Accounting such as Document splitting, cash journal.
- Fluent with English and Hindi both written and oral.

- Listening and verbal communication.
- Good with demonstrating and coaching skills.
- Responsible, detail-oriented and a keen observer, also proficient in software tools and SAP-FICO for automatic decision making, forecasting and valuation and Microsoft office packages.

TECHNICAL QUALIFICATIONS:

- Training for SAP-FICO from APTRON institute, Gurgaon, Haryana. Knowledge of FI general ledger, Bank Accounting, Asset Accounting, Procure to Pay and Order to Cash Cycles.

ACHIEVEMENTS AND HOBBIES:

- Played state level volleyball
- Won various inter-school championships in cricket

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