

Mrs. Swati Khosla

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Objective:

To serve the organization with full dedication, hard work and continuously
Improving my knowledge base.

An Overview:

➤	2 years & 7 Months of experience as an Senior Auditor with BIMTS (From 21st may 2013 to 31st jan 2016)
➤	4 Months of experience with Syntel , as a Financial Analyst .
➤	Qualified PGDM (Finance) from Institute of International Business & Research, Pune (M.H) in 2013.
➤	Undergone Summer Training at Nirmal Bang Securities Pvt Ltd, Pune(M.H)

ORGANISATIONAL EXPERIENCE:

➤ **BIMTS**

- *Auditing of various departments:*
 - Human Resources Department - H.R Dept Processing, Payroll, P.F & Recruitment.
 - Purchase Department – check & compare chemicals & Raw material purchased.
 - Banking Department – Bank Reconciliation & payment / Cheques returns.
 - Marketing Department – Marketing process and all revenue related activities.
 - Production Department – Analysis of different production Process.
 - Statutory Payments – PF, ESIC, PT, VAT, CST etc.

- *Reporting to Team leader:*
 - Regular monitoring of Dead inventory
 - Regular monitoring of debtors outstanding above 90days
 - Branches performance in terms of Sales & their expenses.
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- *Other independent working responsibilities assigned:*
 - Assist Purchase manager in making purchases, ensure about the cost, quality and availability of product before purchasing maintain and update all purchasing report for forecasting and cost tracking.
 - Assisted Team Leader in preparation of Quarterly Internal Audit Report for Board meeting

ACADEMIC:

➤	PHD From IILM,Gurgaon
➤	PGDM (Finance) from Institute of International Business & Marketing, Pune (M.H) in 2013 with 78% .
➤	Post Graduate Diploma in Marketing Management from Pune university (1st division with distinction)
➤	BBA from Prestige,Indore (M.P) in 2011 With 74.5%
➤	H.S.C.from Kendriya vidhalay(M.P) with 83.5%
➤	S.S.C. from Kendriya vidhalay (M.P) with 76.5%

Summer Internship:

Organization: Nirmal Bang Securities, pune (M.H)

Title: Equity research (fundamental analysis of top three companies of telecom sector).

Duration: 50 days

Objectives:

1. Access the profitability of firm.
2. To determine the future Prospects of the company.
3. Determine the short term and Long term Solvency position of business with
The help of statement of position, i.e. Balance sheet
4. Compare performance of Telecom companies with each other.

Description:

Here I have used various modern analytical tools like Ratio analysis, Trend Analysis, Comparative Balance sheet, etc for analyzing the past 3 years performance of India's leading Telecom companies, and also given suggestion for Investment.

Responsibilities carried Out In Internship:

- Searching for New clients
- Proper Documentation of Form
- Documentation of Demat opening Form.
- Checking Client Financial Position.

Academic /professional Achievements:

- Appreciated by team leader for assisting him twice in Board meeting.
- 1st Runner-up in mock press.
- Got meritorious scholarship from MP BOARD.
- 1st ranker in higher secondary.
- 2nd rank in college in Graduation.
- 4th rank in College in PGDM

Extra-Curricular Activity:

- Industrial visit to Mapro Pvt. Ltd. (Mahabaleshwar, M.H.)
- Industrial visit to Volkswagen Ltd. (Chakan, M.H.)
- Participated in Glam sham in Insignia-2012(Inter college competition)
- Volunteer in CMDA IT EXPO pune, 2011.

Personality Traits

- Strong leadership and motivational skills
- Ability to handle pressure
- Excellent in communication in written and verbal both.
- Ability to handle the team.
- A quick learner with the ability to work under pressure and meet deadlines.
- Excellent communication and people management skills

IT CREDENTIALS

OS: Windows 2000, XP, windows 7

Packages: MS-Office, Internet

Software: worked on SAP Business One (8.82 Version)

Personal Information:

<i>Name</i>	: Swati Khosla
<i>D.O.B.</i>	: 15 Dec 1989
<i>Marital status</i>	: Married.
<i>Languages Known</i>	: English, Hindi,
<i>Strength</i>	: Positive attitude, Good presentation skill, Confidence

Interest & Hobbies:

- Cooking.
- Reading books.
- Teaching.

Date:

Place: Chandigarh.