

Neha Kapri

Bachelor of Commerce
graduate

 Pithoragarh, Uttarakhand,
India

 +91.9639465894

 nehabhi333@gmail.com

SKILLS

- Communication skills
- Leadership Experience
- Customer service experience
- Bookkeeping Processes

COMPUTER PROFICIENCY

Excel

Word

PowerPoint

ERP

LANGUAGES

Hindi

English

Punjabi

Kumauni

PERSONAL INTERESTS

- Writing (poems)
- Reading(biographies, motivational novels)
- Travelling
- Hiking, trekking n Camping
- Health and fitness

PROFILE • ABOUT ME

"Adaptable Bachelor of Commerce graduate student with a keen interest in finance, management and sound academic knowledge of accounting."

Currently planning towards a Master's degree in Business Administration (MBA) and quite familiar with finance, accounting and statistics. A strong communicator committed to building a professional relationship with classmates in order to carry out projects. Hence paving my path towards a well established career in same field.

EDUCATION

Core subjects:- Accountancy, Statistics, Finance, Business Management, Business Economics, Company Law, Taxation, Cost and Financial Accounting, Bachelor of Commerce, Graduated, June 2016

Kumaun University
Pithoragarh, Uttarakhand

Core subjects:- English, Economics, Business Studies, Accountancy and Computer science, HSC 12th, Completed, May 2013

New Beersheba Public school
CBSE
Pithoragarh, Uttarakhand

Core subjects:- English, Hindi, Mathematics, Science and Social science, SSC 10th, Completed, May 2011

Don Bosco Convent school
CBSE
Pithoragarh, Uttarakhand

WORK EXPERIENCE

April 2017 - August 2019

Pithoragarh, Uttarakhand

Receptionist/bookkeeping

M.C. Brothers and Co.

Outline:-

Worked for an accountant supporting him with well organised files, handling invoices and data records. Dealing with customers and helping them with their queries regarding taxation and rebate.

DECLARATION

Pithoragarh, Uttarakhand
17/08/2021