



SWETA KUMARI

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Objective

As skilled and determined student. It is my objective a full time position that will build my expertise in finance to further advance my career.I seek challenging opportunities where I can fully use my skills for the success of the organization.

Summer Internship

- **Working Capital Review**

Duration- 2 month

Project details- The internship proposed is with TATA STEEL LIMITED, Jamshedpur for duration of 9 week .I have work during regular full time business hours as an intern in purchase Account Group of the Financial Transaction and Control Department. Internship was about how company plan to manage its Current Assets and Current Liability

Learning Outcomes :-

1. Learn how to prepare payroll for employee
2. To set of the advance with GRN Liability
3. Goods received notes process and invoice verification and the clearing

Education

- **IBCS, Siksha 'O' Anusandhan University** 2018-2020
Masters Of Business Administration(Finance and Operations)
84%
- **Karim City College, Kolhan University** 2015-2018
Bachelors in commerce (Accountancy)
65%
- **Baba Ganinath College, BSEB Board** 2013-2015
Intermediate (Commerce)
60.4
- **Vivek Vidyalaya, CBSE Board** 2013
Matriculation
68.4

Seminar And Workshop

- 1. Seminar on Financial Derivatives at IBCS, SOA University
 2. Workshop on group discussion and personal interview TIPs and IMS , Bbsr

Computer Skills

- 1. MS OFFICE (Excel, Power Point)
 2. Advanced Excel

Activities

- Participate in Marketing fair organized in the college
 - Played in IBCS Girl cricket team, out team won the match
 - Participatd in group dance organised in yhe college
 - Volunteeredin fresher's party

Language Known

- - English
 - Hindi

Declaration

- I hereby declare that all the above mentioned information provided by me is true to the best of my knowledge.