

Kirti Singhal

Quick learner, Attention to detail, Writing

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EDUCATION

Degree/Grade	Institution	Score
BCom (Graduate in commerce)	IGNOU - Ghaziabad	Completed 2018-2021
Senior School Graduate in commerce	CCDPS - Ghaziabad (CBSE)	70.3%
Secondary (High School)	CCDPS - Ghaziabad (CBSE)	80.6%

Experience

National's care IDU TI - ✓ I started work from 9th August 2021

✓ My role is M&E com accountant (Monitoring and evaluation) where I work under programme manager

✓ I check and form Excel sheet and word files which is done ORW and PEs

✓ Making weekly report , monthly report and minutes

✓ Tally work(invoices) , E way bill , bank statement, busy application

✓ Online work (where SOCH app have to be updated weekly, MPSE daily basis)

PROJECTS

MODEL MAKING — *In 10th Class I take part . In that Project we made a working model in which the water level of past, present and future aspects was shown.*

PPT ON DEMONETISATION – *In 12th class I take part . In which PPT Competition is held.*

ADDITIONAL SECTION

- COLLEGE FESTS
- GROUP DISCUSSION
- MAINTAINING THE COLLEGE

- TEAMWORK
- PAPER-PRESENTATION CONTEST

SKILLS

Microsoft word, Excel, Powerpoint presentation, Edge,
Tally ERP 9/ Prime, E way bill, Outlook

AWARDS

Model making
100% attendance
Dance
Olympiad

LANGUAGES

English - (Proficiency - Intermediate)

Hindi - (Proficiency - Fluent)