

# BHUMIKA RAJPUT

bhumika555111@gmail.com / 7827610957 / New Delhi

## Summary

Motivated Academic Advisor with exceptional written and verbal communication skills. Successful at guiding students through course registration steps, course selection and academic planning. Expertise in goal setting and active listening.

## Experience

### Bookkeeper (part-time)

Allfin bookkeeping ltd • Australia

01/2024 - Present

- Maintained and processed invoices, deposits, and money logs.
- Matched purchase orders with invoices and recorded necessary information.
- Handled day-to-day accounting processes to drive financial accuracy.
- Streamlined bookkeeping procedures to increase efficiency and productivity.
- Created detailed expense reports to facilitate reimbursement for business expenses incurred.
- Generated invoices upon receipt of billing information and tracked collection progress.

### Educational counselor

Pahal design • New Delhi

11/2018 - 11/2019

- Met with students in-person and spoke over telephone to help students construct class schedules.
- Identified potential barriers within student academic process to initiate steps for resolution.
- Mentored low achieving students to develop plans for grade improvements.
- Identified students in need of special attention to implement strategies for success.
- Supported career services by counseling students on career options and guiding job search skills development.
- Collaborated with finance counselors to coordinate student financial and academic progress. Participated in college fest and many activity for institute promotional activities to build reputation within community.
- Provided emotional support and counseling for students struggling with pressures of school life.a Conducted academic advisement services for students on reoccurring basis to maintain educational progression. Provided support and guidance to students experiencing academic and personal troubles.
- Answered student inquiries and resolved problems related to curriculum and course prerequisites.
- Consulted with students to advise on topic selection, appropriateness and academic value.
- Helped students with initial adjustment to university academic life and interpreted institutions policies and requirements.
- Assisted students in selecting courses to align with interests and abilities.
- Investigated complaints and worked with students, parents and teachers on finding positive resolutions.
- Received and reviewed transcripts to determine eligibility for admission to college or specific programs.

### Back Office Executive

Eye7 Chaudhary Eye Centre • New Delhi

11/2017 - 11/2018

- Maintained inventory for back-office supplies, computers and work-stations.
- Advised on technical improvements to enhance internal systems and processes.
- Ordered office supplies and maintained supplier contacts in database.
- Reviewed reports produced by accounting department to assess organization's financial health.
- Liaised with vendors to plan and schedule services.
- Managed invoices from vendors to assist accounting department in reducing annual expenses.

Received purchase orders and processed invoices for payment.  
Supervised processing of orders, order tracking and delivery of goods  
Coordinate with patient.  
Taking follow up with Doctors and scheduling their appointments.  
Maintaining management of Doctors.  
keeping records in excel.

## Back Office Fresher

Qatar Man Power • New Delhi, IL

01/2016 - 10/2017

Cultivated interpersonal skills by building positive relationships with others.  
Self-motivated, with a strong sense of personal responsibility.  
Gained extensive knowledge in data entry.  
Worked effectively in fast-paced environments.  
Proven ability to learn quickly and adapt to new situations.  
collecting documents from the clients for their job role.  
Maintain their passport checking the validity of their documents.  
Receiving calls from client received their resumes match with the job requirements from the abroad(Qatar, Doha, Dubai).

## Skills

Invoicing, Accounts Payable, Xero, Bookkeeping, Counseling, Risk Analysis, Career Development, STUDENT DEVELOPMENT, Administrative Experience, STUDENT MOTIVATION, NEW STUDENT ORIENTATION, BASIC ACCOUNTING, DATA ENTRY, BASIC MATHS , PATIENT SAFETY, PATIENT CARE COORDINATION, Customer service, Communication skills, Time management, Time management, Microsoft word, Microsoft excel, English, Leadership

## Education

### ENGLISH

IGNOU

PURSuing MA(ENGLISH)

XERO CERTIFIED.

CERTIFICATION IN FUNDAMENTAL ACCOUNTINGS.

### COMMERCE

Delhi university • new delhi

06/2016

B.COM(HONS)

### COMMERCE

NVM SR SECONDARY SCHOOL • NEW DELHI

06/2013

12TH CLASS WITH 6.5 GDP