

BHAWNA BHARDWAJ

Cost Accountant

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CAREER OBJECTIVE

Seeking a challenging position in an organization this would help in enhancing my skills and potentials enabling me to contribute to the organization's growth.

ORGANISATIONAL EXPERIENCE

- 1. Worked with Mandala Constructions India Pvt. Ltd. As Receptionist cum Account from 15th Feb'22 to 8th May'23.**

Job Description:-

- ❖ Filling RTGS Forms.
- ❖ Making Letters.
- ❖ Printing Invoices/Bills.
- ❖ Filling Dewatshang Sarangal cash payment slips.
- ❖ Attending phone calls of visitors.
- ❖ Making calls from reception desk to meeting Sirs.
- ❖ Making arrangements for visitors for meetings.
- ❖ Making Banksheet on MS Excel.
- ❖ Making reports of daily meetings with visitors.
- ❖ Filling HDFC Bank Deposit Slips.
- ❖ Filling SBI Bank Deposit Slips.
- ❖ Photocopying RTGS Forms.
- ❖ Informing Visitors to visit site of architecture work.
- ❖ Checking inbox daily in outlook for workable instructions.
- ❖ Checking whatsapp web for any invoices/bills/print out functions.
- ❖ Checking office day to day operations like attendance machine records.
- ❖ Making employees details sheets.
- ❖ Informing on telephone extensions from reception desk landline for any parcels and couriers.

- 2. Worked with Ashirwad Coaching Centre (Self owned business) As Tutor.**

Job Description:-

- ❖ CMA (Foundation And Ist Inter Group) Student.
- ❖ XI & XII Classes from July '16 to March'17.
- ❖ XI & XII Classes from July'15 to March'16.
- ❖ Junior Classes.

- 3. Worked with HUDCO as a Management Trainee in Internal Audit Department from 24th August'09 to 30th September'10.**

Job Description:-

- ❖ Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- ❖ Internal Audit of various regional office and timely Preparation of Audit report.
- ❖ Internal Audit of Resource mobilization Wing.
- ❖ Pre audit of security Release, OTS cases and B& I Audit.
- ❖ Ensure quality and timely report to the Senior Executives of the company.
- ❖ Attended Audit committee meetings of HUDCO.
- ❖ Ratio Analysis i.e. DSCR, Debt Equity Ratio, IRR, LCR, etc.
- ❖ Statutory Compliance:- Checking whether the organization is complying with the applicable statutory compliance.

4. Worked with Integreon Managed Solutions (India) Pvt. Ltd. (KPO) As a Production Associate from Jan'08 to July'08.

Job Description:-

- ❖ Import job from vendor's server.
- ❖ Formatting documents on PAGE PRO.
- ❖ Completing the job task on time and with quality of production.
- ❖ Printing of job pages from PAGE PRO.
- ❖ Uploading the job with complete details on client's site.

5. Worked with National Pharmaceutical Pricing Authority As a Young Professionals (Cost) from 11th March'13.

Job Description:-

- ❖ Making letters.
- ❖ Studying pharmaceuticals medicines.
- ❖ Formatting documents in MS Excel.
- ❖ Completing the job task on time and with quality of production.

6. Worked with Infovision as a Lead maker for Aviva life Insurance Company for Six Months.

Job Description:-

- ❖ Making calls on clients for making leads for meeting sales executives to explain the Aviva Life Insurance Company which has a tie up with American Express.
- ❖ Making direct calls to customers on behalf of American Express.
- ❖ Completing the lead making job on time and informing the same to our Boss or team lead.
- ❖ Attending meetings for discussion with sales executives.
- ❖ Making daily reports in MS Excel for lead making and selling of Aviva Life Insurance Policies with has a tie up with American Express.

EDUCATIONAL QUALIFICATIONS AND ACADEMIC QUALIFICATIONS

- ❖ **M.COM** from IGNOU - 2015.
- ❖ **Qualified Cost & Management Accountant (CMA)** from the Institute of Cost Accountants - 2013.

❖ **Graduation B.COM(HONS)**

- ✓ Passed from the Delhi University

❖ **Intermediate**

- ✓ From C.B.S.E.
- ✓ Main Subjects were Accounts, Economics, Business Studies

❖ **Matriculation**

- ✓ From C.B.S.E.
- ✓ Main Subjects were Mathematics, Science, Social Studies

COMPUTER SKILLS

OS: Windows 98/2000/XP

Applications: Basics and Tally from NIRC of ICWAI

MS Word, MS Excel, MS Power Point
Internet and e-mail literate from NIIT

KEY SKILLS AND ATTRIBUTES

- Possess strong analytical and problem solving skills, with the ability to make well thought out Decisions.
- Excellent interpersonal and strong oral and written communication skills.

PERSONAL INFORMATION

Date of Birth: November 28, 1984

Father's Name: Mr. Rajinder Bhardwaj

Gender: Female

Marital Status: Single

Languages: English, Hindi

Nationality: Indian

I hereby declare that information given above is true to the best of my knowledge and belief.

Date:

Signature:

Place: New Delhi

(BHAWNA BHARDWAJ)