

# Ankita Srivastava

Problem solver, Quick learner

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## EXPERIENCE

**Aalidhra Texpro Engineers Pvt. Ltd, Surat**  
**Co-Ordinator (HR & Finance Operations)**

NOV 2017 - DEC 2019

- Work on payroll management(making employees salary on monthly basis and issuing salary slip)
- Handling HR & accounting operations with managing employee database
- Responsible for conducting appraisal of employee
- Coordinating with all project coordinator and ensuring smooth project run
- Preparation and filing GST R3B and ensure accuracy.
- Maintain the accounting operations (providing Form C to seller,bill passing,bank reconcilliation) .
- Making GRN & Purchase order (Goods inward note & outside process challan) .
- Maintaining purchase entry in Tally ERP 9.
- Working on MRP(Manufacturing Resource Planning )
- Assist in all Accounting, GST, Purchase process .

## EDUCATION

**CSJM University, Kanpur —Bachelor of Science (B.sc), 2015**

**CSJM University, Kanpur— Master of Business Administration**

**MBA (HR & Finance) 2017**

## SKILLS

- Expertise in Tally ERP9
- Expertise in MS Excel, Advance Excel, MS office
- Good Knowledge of GST
- Teamwork skills
- Punctuality and timekeeping

## AWARDS

Summer Training Programme (6 Weeks) at Aalidhra Textool Engineers Pvt. Ltd.

Certificate of Computer Concept from NIELIT