

CURRICULUM-VITAE

Kalpana Verma

Address-

6/256 Vipul Khand
Gomtinagar,

Lucknow, U.P.

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OBJECTIVE:

- I look forward to build up a career in a firm, where I would Leverage my abilities, interest and knowledge into a meaningful contribution towards meeting organization and personal goal.

Work EXPERIENCE:

- 1 Year working Experience at P R Group, Gomtinagar, Lko.(HR Assistant)

- **Present Working :-**

Organization- Picar Technologies Pvt. Ltd.

Department – Administrative & H.R

Duration –June 6st 2019 –Working

Job Profile-

- **Business Expense:** Collecting business expenses & data from all the executive and prepare Monthly expense list in excel sheet.
- **Payroll Preparation:** Preparing salary & complete payroll of all staff of company.
- **Recruitment:** Schedule Interviews & taking HR Round.
- **Email Handling:** Handling Company Emails & Reverting on Customer queries.
- **Accounts:** Maintaining Company Accounts and prepare expenses vouchers & Prepared Invoice/Bill in Tally ERP 9
- **H.R Work:** Collect daily DSR Reports from all the staff and send to the director and Project Manager
- **Letter:** Letter Typing handling and drafting (English /Hindi)

ACADEMIC QUALIFICATION:

- **High School** from CBSE Board in 2010 with 5.2 CGPA.
- **Intermediate** from CBSE Board in 2013 with 2nd Div.
- **Graduation (B.Com.)** from Lucknow University in 2016 with 1st Div.
- **MBA** from BBAU ‘A Central University’ in 2018 with 1st Div.

Summer Internship:

The Coca-Cola Company

- 6 Weeks

(10 June 2017 – 25 July 2017)

Additional Project:

Certification of internship from **Future Retail Ltd.** At **Big Bazaar**, Riverside Mall, Lucknow.
(25 October 2016 - 30 October 2016)

Certifications:

- Attended seminar on **Security exchange board of India (SEBI)**.
- Certification of **KAASHA PREMIER GIRL'S FOOTBALL LEAGUE** in **2008, 2009, 2011** and **2012**.

Potentials:

- Never ending energy to prove results and accept new challenges.
- Willing to learn and gain more experience in all functional environments and also to adopt new ideas.
- Able to adjust fast in changing work environment.

PERSONAL INFORMATION:

Father's Name : Mr. Ram ji Verma
Mother's Name : Mrs. Shanti Verma
Date of Birth : 29th August, 1995
Nationality : Indian
Gender : Female
Marital Status : Unmarried
Languages Known : Hindi & English

DECLARATION:

I, hereby certify that the above information is true to the best of my knowledge & belief.

Date :-

Place :-

(Kalpana Verma)