

Monika Kumari

New Delhi, Delhi, 110076 |Email: mosinghnika8595@gmail.com|Ph:7703906405|[Linkedin](#)

OBJECTIVE: Seeking a challenging position in accounting where I can leverage my financial knowledge, skills, and practical experience to contribute to the organization's growth, while also utilizing my technical proficiency gained through comprehensive education and internships.

PROFILE: Detail-oriented and organized professional with a strong foundation in accounting principles and practices. Certified Management Accountant (Foundation) with experience in customer service and a passion for financial analysis and reporting. Proficient in Microsoft Office and Tally ERP with GST. Strong team collaboration and problem-solving skills. Additionally, possess a solid technical background in web development and basic programming.

EDUCATION

Software Programming Course , NavGurukul Foundation for Social Welfare 2024 <i>(-An 18 months residential program focussed on front-end development)</i>		April 2022–
Graduate Degree (BCOM)	CGPA – 7.5	April 2021 – March 2024
Pannalal GirdharLal Dayanand Anglo – Vedic Delhi University		
12thGrade		
Government Girls Senior Secondary School, New Delhi	74%	2019 – 2020
10thGrade		
Government Girls Senior Secondary School , New Delhi	65%	2017 – 2018

INTERNSHIPS

Customer Service Intern, Decathlon, New Delhi

Oct – Jan 2021

-An Decathlon company having a turnover of 40 billion Indian rupees and employee strength of 105,000

- Ensured merchandise displayed safely according to the SCF sheet, prioritizing customer and employee safety.
- Facilitated POS(Point of Sale) cashiering. Received safety induction training.
- Attended monthly development meetings for performance strategies and trend-based business planning.

WORKSHOPS ATTENDED

- Attended Friday workshop on Generative AI, organized by KPMG, Bangalore, May 2024
- Attended Wednesday workshop on Women Empowerment, organized by Naz Foundation, Delhi, August 2021
- Attended Monday workshop on Recycled Threads, Organized by Goonj, Delhi, March, 2021

CERTIFICATIONS

- Diploma in British Language (Silver certificate), Freedom Employability Academy, Jan 2019-Jan 2021
- Data Entry Operator, Data Entry Operator, 2020
- Professional and future skills readiness, Anudip Foundation, April - June 2023
- Tally ERP With GST, Online, 2020
- Certified management Accountant (Foundation), The Institute of Cost Accountant of India, 2021
- Spoken English Course, Cambridge University-Delhi Skills and Entrepreneurship University, Sep-2022
- Spoken English Program, Inlingua New Delhi, Sep-Oct 2023

- Web Development Course from Navgurukul which includes Projects like Navgurukul Curriculum Website, BBC News Website, Le Catering Website, etc.

SKILLS

- **Technical Skills:** Microsoft Office, Tally ERP with GST, Basic Programming, Web Development (HTML, CSS, JavaScript, ReactJS)

- **Soft Skills:** Team Collaboration, Adaptability, Effective Communication, Problem-Solving

LANGUAGES: Hindi, English (Read/Write/Speak)