**CURRICULUM VITAE**

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**RAJYASRI MATILAL**

**PERSONAL DETAILS CONTACT DETAILS**

Sex: Female Phone No: +919874026103

Date of Birth: 19th November 1991 Email: rmatilal@yahoo.com

Caste:General

Nationality: Indian Permanent Address: 55/A Hidaram Banerjee Lane,

Kolkata-700012

**Area of Specialization: *Major – Finance***

 ***Minor - Marketing***

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- | --- |
| **Examination** | **Year of passing** | **Institution** | **Board/****University** | **DGPA/****Percentage** |
| Masters of Business Administration | 2016 | Institute Of Engineering and Management | W.B.U.T. | 7.75 |
| Bachelor of Commerce | 2013 | Seth AnandramJaipuria College | Calcutta University | 60.67 % |
| Higher Secondary | 2010 | St John’s Diocesan Girls High School | W.B.C.H.S.E. | 81.25 % |
| Secondary | 2008 | Loreto Day School(Bowbazar) | W.B.B.S.E. | 73.63 % |

**WORK EXPERIENCE ~**

1.

Organization :RKP Associates.

Duration : From 18th September 2017 till present

Location : Kolkata, West Bengal.

Designation : Accounts Assistant.

2.

Organization :PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited.

Duration : 2.5 months

Location : Kolkata, West Bengal.

Designation :Associate

**WORK PROFILE ~**

* Assisted in annual filling with ROC and other ROC Forms: - AOC-4, MGT-7, DIR-11, DIR-12, INC-22, INC-22A,DIR-3 KYC
* Income Tax Filing, XBRL Filing, GST Filing,
* Operating Ministry of Corporate Affairs (MCA) 21 Portal, uploading and filing forms through e-filing process.
* Bank reconciliation, Purchase & Sale entry, Bank & Cash entry in Tally.
* Preparation of Financial Statements of Company, AOP & Individual in Excel Format.

**SUMMER INTERNSHIP PROGRAMME ~**

Organization : Axis Bank, Metropolitan Branch.

Duration : 8 weeks (8h June to 31st July, 2015)

Location : Kolkata, West Bengal.

Project Title : Effect of Age and Occupation on Digital Banking

**WINTER INTERNSHIP PROGRAMME ~**

Organization : India Infoline Finance Limited, Gold Loan, Hazra Branch.

Duration : 5 weeks

Location : Kolkata, West Bengal.

Job Description : To assist the customers, who were applying for gold loan to fill-up the ‘Customer Application Form.’ Calling customers on a daily basis to remind them the payment of their interest on gold loan. Calculating the daily MIS. Tallying the MIS with the` Vault Cash Register`. Recording the, name, address, contact number and source of those customers who are applying for gold loan at IIFL for the first time in the ‘KYC Register’.

**COMPUTER PROFICIENCY ~**

Operating System : Windows-98/XP/7/8/10

Computer Software : MS-Office, Tally ERP 9(Including GST), Compu Office.

Computer Course : ‘Diploma Tally Financial Accounting Programme’ from Tally Academy.

**LINGUISTIC PROFICIENCY ~**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Bengali | Yes | Yes | Yes |

**PROJECTS UNDERTAKEN~**

* Project on ‘Effect of Age and Occupation on Digital Banking’ as part of Summer Internship Programme.
* Project on ‘Consumer Behaviour: A Study on Exploratory Tendencies of Male and Female Consumer’ as part of BCom. Final year course.

**EXTRACURRICULAR ACHIEVEMENTS~**

* Participated in camping and trekking course at Purulia, West Bengal.
* Was a member of J.P.I.C and ‘Art and Craft’ club at school level.
* Participated in ‘All India Essay Writing Event 2015’ at University level.
* Participated in ‘Campus to Corporate Programme 2015’ conducted by PWC SDC Kolkata.

**OTHER INTERESTS~**

* Reading Books.
* Playing Cricket.
* Listening to Music
* Watching Movies.

**Place: Kolkata RAJYASRI MATILAL**