

## **SHILPI TRIPATHI**

**P-124-A, Mohan garden,**

**Uttam Nagar, New Delhi -110059.**

☐ **Phone No- 9990982223**

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### **Career Objectives:-**

I find myself prepared and confident to work in an organization or Industry, that will give me an opportunity to give my best services & produce required knowledge, to be contributed in the progress of the organization or Industry and harvest wide horizon of my knowledge.

### **Personal Traits :-**

A highly energetic, enthusiastic individual and specializing in my field. Dedicated to providing the best atmosphere in the organization and take the challenge in every aspect.

### **Educational Qualification: -**

- **MBA (HR/Finance)** from Rabindranath Tagore University with 1<sup>st</sup> division.
- **M.Com** from IGNOU with 2<sup>nd</sup> division.
- **B.Com** from Delhi University with 3<sup>rd</sup> division.
- **12<sup>th</sup>** Passed from C.B.S.E. Delhi with first division.
- **10<sup>th</sup>** Passed from C.B.S.E. Delhi with first division.

### **Professional Qualification :-**

- Ability to use MS Excel, MS Words and Tally ERP
- Complete knowledge of Computer Accounting. ( TDS, Income Tax, TALLY ERP etc)

### **Work Experience :-**

**Company:** M/s DSPC Engineering Private Limited

**Profile:** HR & Finance Manager

**Date:** 01<sup>st</sup> July 2020 to till date

**Job Responsibilities:**

- Bank Interaction & all Banking transactions
- Payment for daily basis expenses of site, Salary disbursement & Forex Payments
- All bank related works
- All statutory Compliances (Labour License, ESI & EPF, Year Policies, e-way bills – Challan, Import Custom Clearance Documents etc.)
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Maintaining current HR files and databases, updating and maintaining employee benefits, employment status, and similar records.
- Handling employee's records related to grievances, performance reviews, and disciplinary actions.
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Completing termination paperwork and Scheduling job interviews and assisting in interview process.
- Setting appointments and arranging meetings.
- Posting job ads and organizing resumes and job applications.
- Orienting new employees to the organization.

**Company:** Taurant Project Limited

**Profile:** Finance Officer

**Date:** 06<sup>th</sup> August 2018 to 31<sup>st</sup> August 2019

**Job Responsibilities:**

- Cash handling
- Bank Interaction & all Banking transactions
- Payment for daily basis expenses of site & head
- Maintaining records for payments and other documents
- Forex Payments
- Salaries for all staff
- All bank related works
- Tally entries
- Income tax
- TDS
- All statutory compliances (Labour License, ESI & EPF, Year Policies, e-way bills – Challan, Import Custom Clearance Documents etc.)

**Company:** MERI Group of Institutions

**Profile:** Senior Accountant

**Date:** 24<sup>th</sup> November 2014 to 04<sup>th</sup> August 2018

**Job Responsibilities:**

- Cash Handling & maintaining records of Income & Expenses on daily basis.
- Student & Parents interaction
- Collection of fees from students and maintaining timely records.
- Salaries of Staff
- Calculating TDS & Income tax of staff
- Vendor management & payments
- Maintaining records of all income & expenses in Tally ERP9 and also manually in Day book.
- Preparing Balance sheet.

**Company:** Gold Field Public School

**Profile:** Accountant

**Date:** 01<sup>st</sup> July 2011 to 20<sup>th</sup> November 2014

**Job Responsibilities:**

- Collecting fees from students
- Maintaining records
- Cash handling
- Interaction with Parents
- Drafting Question papers
- Entry in Tally ERP

**Personal Skills : -**

- Great level of initiative, assertiveness and self-direction.
- Strong interpersonal and communication skills.
- Ability to cope and work with people in groups.
- Time Management and like to lead and work in team.
- Social.
- Leadership Quality.
- Dedicating & Hard working.
- Quick learner, hard worker, Positive attitude, self-motivated.
- Ability to cope up with different situations.

### **Personals Details : -**

Father's Name	:	Sh. Arun Kumar Tripathi
Occupation	:	Private Employee.
Date of Birth	:	15 <sup>th</sup> June. 1992
Nationality	:	Indian
Gender	:	Female
Marital status	:	Unmarried
Languages Known	:	English & Hindi.

### **Declaration:-**

I hereby declare that the details stated above are true to the best of my knowledge and belief.

**Place : New Delhi**

**Date.....**

**(SHILPI TRIPATHI)**